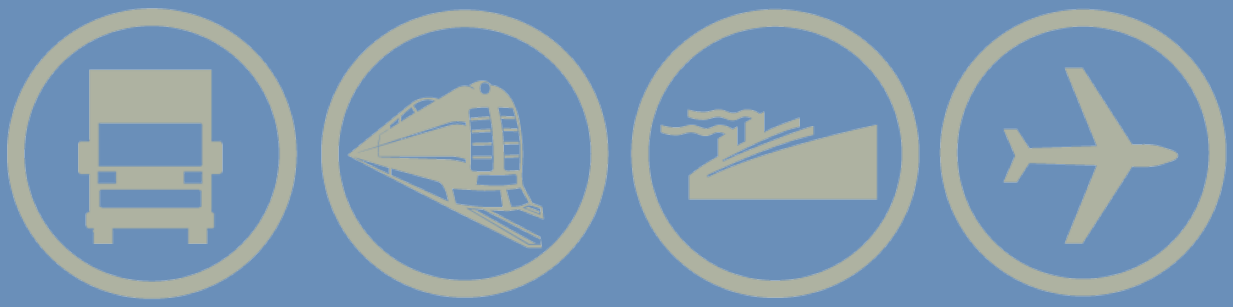

Excise eAccount on eFiling Guide

South African Revenue Service

DISCLAIMER

The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation, or seek a formal opinion from a suitably qualified individual.

For more information about the contents of this publication you may:

- Visit the SARS website at www.sars.gov.za
- Visit your nearest SARS branch
- Contact your own tax advisor/tax practitioner
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 SARS (7277)
- If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).

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1 SCOPE

This guide will explain account management functionality and show you how to perform the various functions of an eAccount. eAccounts have been created by SARS for you to manage your own financial account. The guide does not cater for Air passenger Tax (APT) clients at this stage.

2 eACCOUNT

2.1 Introduction

a) As part of the Customs and Excise modernisation journey, a number of system and process changes have been introduced to facilitate trade in South Africa. At the end of 2012 the first phase of a new Account Management system was introduced to modernise Customs and Excise payment systems and methods.

b) Clients have now been given full account management functions online on eFiling. The Excise eAccount will provide users with access to their accounts administered at Customs or Excise offices. Clients will be able to register their Excise client numbers in order to gain access to this management tool. The eFiling eAccount allows full account management functionality per account for the client and reduces the necessity to interact over the counter at the Excise office.

c) Clients must be assigned their own unique financial account before being able to use and benefit from the eAccount.

d) Excise licensees/registrants will automatically receive their own unique financial account. This financial account is treated as a national account and will be used for all declarations processed at the various Customs or Excise offices.

e) The eAccount does not cater for declaration processing but only deals with aspects relating to managing accounts with SARS.

2.2 Overview

a) The following functionality is available on eFiling for the client:

i) **Administration**
   A) Register the client's Excise client number(s) and set up access rights for other users.

ii) **View my account balance**
   A) This provides clients with an overview of their financial account(s) as processed in the current or previous accounting periods.
   B) Unallocated payments and credits are also visible.

iii) **Statement of Account**
   A) Will allow the client to view previously issued progressive Statements of Account as well as to request a Statement of Account from the current month, including all transactions up until the date of request.
   B) The information displayed on the Statement of Account is summarised and does not reflect detailed information. For more information on the Customs Statement of Account, please refer to the guide on the SARS website.

iv) **Payments**
   A) Will allow the client to request specific or a grouping of declarations and make payment against these items.

v) **Account Maintenance**
   A) The Excise account applies auto-allocation rules to prevent manual account maintenance actions. Manual intervention is, however, required where an incorrect Payment Reference Number (PRN) has been used or an overpayment has been made.
   B) The Account Maintenance function will allow the client to request specific declarations or a grouping of declarations to be allocated to an available credit.

3 Excise

3.1 Getting started

a) A number of things need to be in place before a client can access your Excise eAccount. If Excise licensees and registrants have already activated their Excise client number on eFiling, you may continue below from Step 4 onwards. An Excise eAccount needs to be set up per separate Excise client number and a single financial account is created for each client code.. Detailed screen shots and accompanying explanations are included below.

i) **STEP 1:** Register as an eFiler. Tthe client must be a registered eFiling user to access the Excise eAccount. This will not be necessary if you are already registered on eFiling for Excise filing of accounts or other taxes, such as VAT, PAYE, and/or Income Tax. In that case, you can proceed directly to STEP 2

ii) **STEP 2:** Update your eFiling Profile to an "Organisation". This will only be necessary if you are currently registered as an Individual. Changing your profile to "Organsiation" allows certain added features, including access to the Excise eAccount. If you are already registered as an Organisation, proceed directly to STEP 3.

iii) **STEP 3:** Activate your Excise client number on eFiling (if not already activated for Excise filing of accounts). This allows SARS to activate your Excise profile on SARS eFiling using your Excise client number.

iv) **STEP 4:** Assign/Create an Admin User. This is the person within your organisation that will have overall responsibility to assign users and amend user access rights for the Excise eAccount, what is referred to as the role "Manage Excise Financial Account". You also have the ability to restrict this, depending on your requirements. This will determine which user can perform STEP 5. If you are already an existing eFiler with an Admin User, you have the ability to also assign this person as the Excise Admin User. Alternatively, you have the ability to assign a completely different person to manage these Excise functions.

v) **STEP 5:** Create users for the Financial Account. This is the most important step in the process as it allows one to set up user profiles aligned to your organisational structure. An organisation that operates licensed premises across different branch offices will have been assigned a separate financial account for each registered licensee (each separate Excise client number, will have a separate financial account). In this step, one is able to create a single user to manage all accounts (to suit a centralised structure) or create separate users for each account (to suit a decentralised or branch structure). One also has the ability to set up multiple user groups in order to allow different users access to the Excise eAccount functionality:

A) The group access will determine what actions each user linked to the group will be able to perform e.g. view only, maintain user groups, make payments and refund requests.

B) A listing of all accounts will be available for selection. The group will only have access to the specific selected accounts.

b) The full set-up process for "Organisations" is not covered in this manual as it is an existing function on eFiling. (General guides are available on the eFiling site.) However, this manual is aimed at providing Excise users with an understanding of the additional functions necessary to effectively use the Excise eAccount.

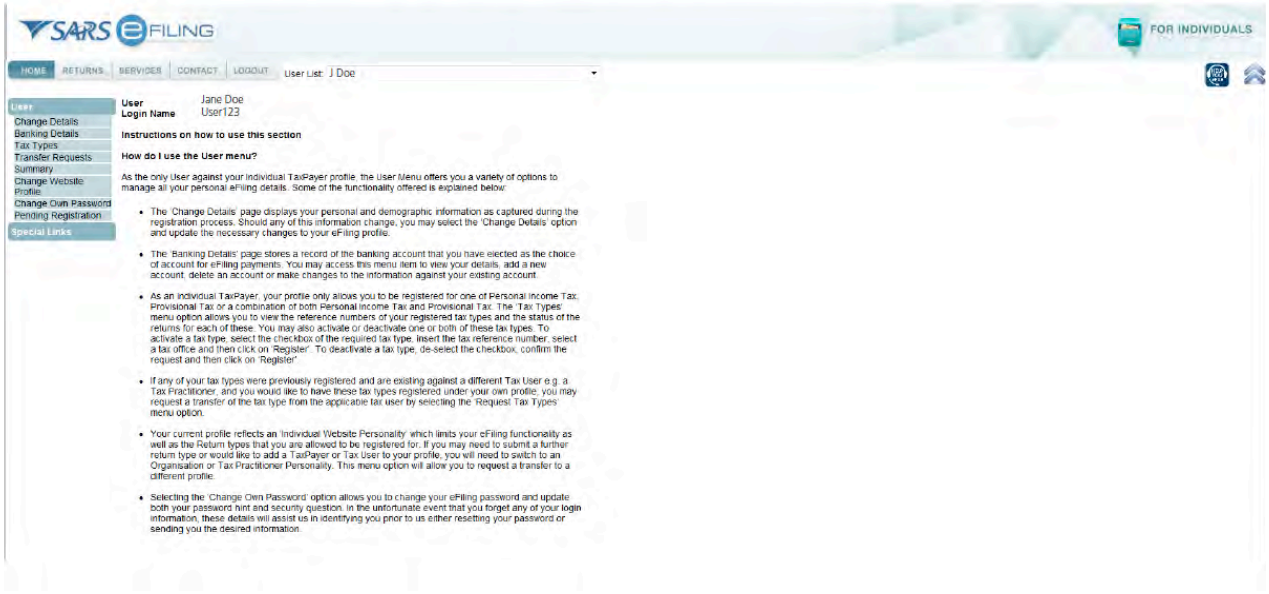
3.1.1 Step 1: Register as an eFiler

a) Go to the SARS eFiling website (www.sarsefiling.co.za). If you are already registered on eFiling, type your **Login** and **Password** and click on the **Login** button. Otherwise, click the **Register** button and follow the registration steps. This step may already have been performed as part of the registration of the Excise client code for filing purposes.

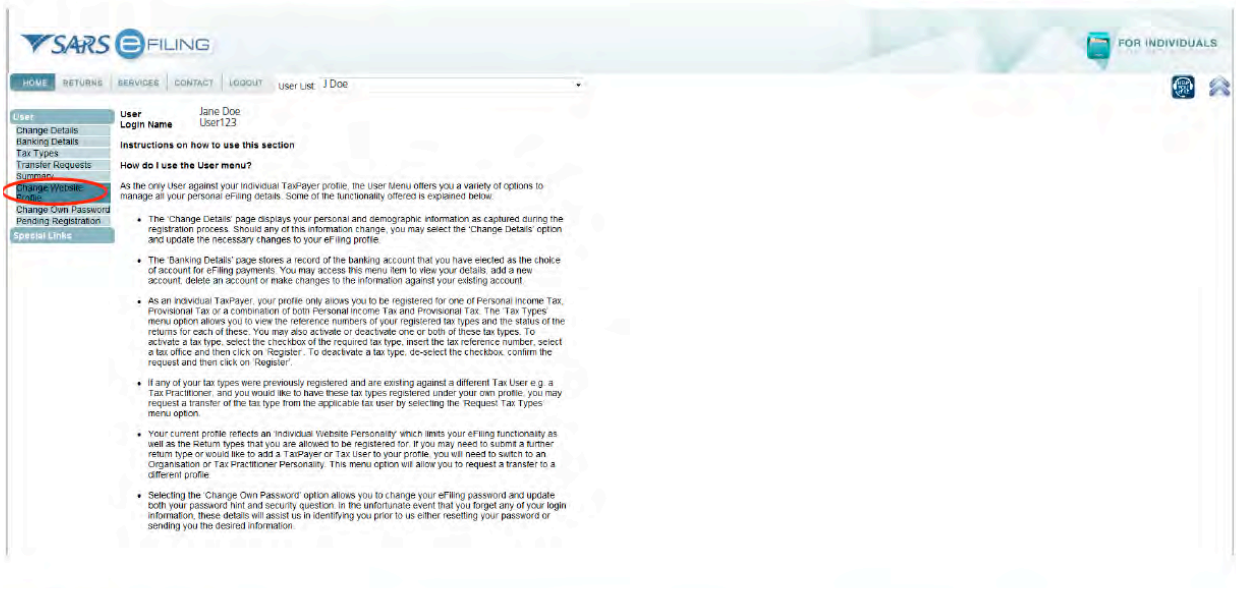
SARS eFILING
REGISTER
LOGIN
Please provide your login details
This is your generated login name (ie. johnd9876)
Login
malan3269
Password
LOGIN
REGISTER
HELP YOU eFILE
For a reminder of your username or to reset your password click here
Your Password is now Case Sensitive
Please note that for security reasons this system has been implemented with a timed session expiry. If you do not use the system for a prolonged period of time, you will receive a "Session Expired" notice and you will automatically be logged out. This time period has been set for 20 minutes. If you expect to be away from your desk, please ensure that you save your current work. You should, however, once you have logged in, not leave this system unattended.
Internet
100%

3.1.2 Step 2: Update your eFiling profile to an Organisation.

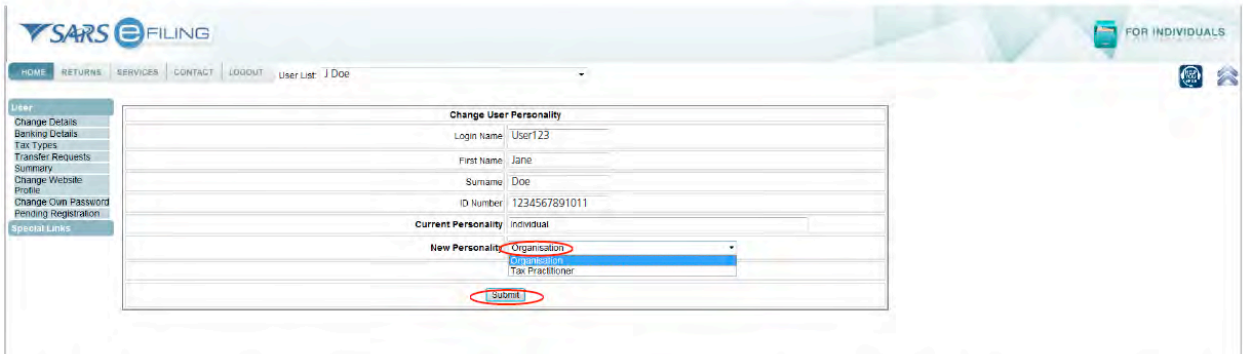
a) In order to allow an Excise client number to be activated, you need to set up eFiling as an "Organisation". If you are a registered individual on eFiling, go to the Home page on your profile (refer to screenshot below) in order to change your eFiling profile. This step may already have been performed as part of the registration of the Excise client code for filing purposes.


SARS eFILING
FOR INDIVIDUALS
HOME
RETURNS
SERVICES
CONTACT
LOGOUT
User List: J Doe
User
Change Details
Banking Details
Tax Types
Transfer Requests
Summary
Change Website Profile
Change Own Password
Pending Registration
Special Links
User
Login Name
Jane Doe
User123
Instructions on how to use this section
How do I use the User menu?
As the only User against your Individual TaxPayer profile, the User Menu offers you a variety of options to manage all your personal eFiling details. Some of the functionality offered is explained below:
The 'Change Details' page displays your personal and demographic information as captured during the registration process. Should any of this information change, you may select the 'Change Details' option and update the necessary changes to your eFiling profile.
The 'Banking Details' page stores a record of the banking account that you have elected as the choice of account for eFiling payments. You may access this menu item to view your details, add a new account, delete an account or make changes to the information against your existing account.
As an individual TaxPayer, your profile only allows you to be registered for one of Personal Income Tax, Provisional Tax or a combination of both Personal Income Tax and Provisional Tax. The 'Tax Types' menu option allows you to view the reference numbers of your registered tax types and the status of the returns for each of these. You may also activate or deactivate one or both of these tax types. To activate a tax type, select the checkbox of the required tax type, insert the tax reference number, select a tax office and then click on 'Register'. To deactivate a tax type, de-select the checkbox, confirm the request and then click on 'Register'.
If any of your tax types were previously registered and are existing against a different Tax User e.g. a Tax Practitioner, and you would like to have these tax types registered under your own profile, you may request a transfer of the tax type from the applicable tax user by selecting the 'Request Tax Types' menu option.
Your current profile reflects an 'Individual Website Personality' which limits your eFiling functionality as well as the Return types that you are allowed to be registered for. If you may need to submit a further return type or would like to add a TaxPayer or Tax User to your profile, you will need to switch to an Organisation or Tax Practitioner Personality. This menu option will allow you to request a transfer to a different profile.
Selecting the 'Change Own Password' option allows you to change your eFiling password and update both your password hint and security question. In the unfortunate event that you forget any of your login information, these details will assist us in identifying you prior to us either resetting your password or sending you the desired information.

b) **Select Change Website Profile.**

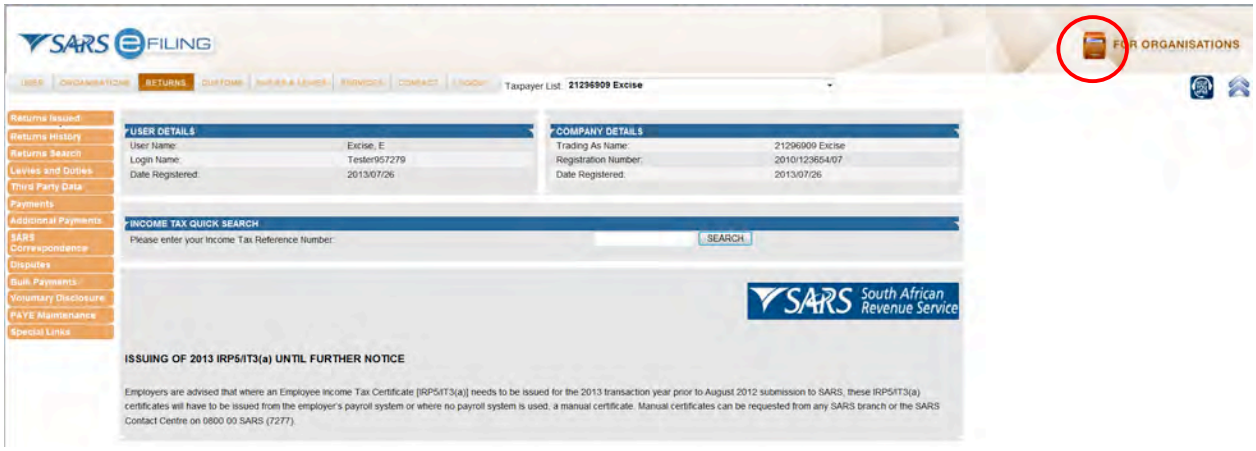

SARS eFILING
FOR INDIVIDUALS
HOME
RETURNS
SERVICES
CONTACT
LOGOUT
User List J Doe
User
Change Details
Banking Details
Tax Types
Transfer Requests
Summary
Change Website Profile
Change Own Password
Pending Registration
Special Links
User Jane Doe
Login Name User123
Instructions on how to use this section
How do I use the User menu?
As the only User against your Individual TaxPayer profile, the User Menu offers you a variety of options to manage all your personal eFiling details. Some of the functionality offered is explained below:
The 'Change Details' page displays your personal and demographic information as captured during the registration process. Should any of this information change, you may select the 'Change Details' option and update the necessary changes to your eFiling profile.
The 'Banking Details' page stores a record of the banking account that you have elected as the choice of account for eFiling payments. You may access this menu item to view your details, add a new account, delete an account or make changes to the information against your existing account.
As an Individual TaxPayer, your profile only allows you to be registered for one of Personal Income Tax, Provisional Tax or a combination of both Personal Income Tax and Provisional Tax. The 'Tax Types' menu option allows you to view the reference numbers of your registered tax types and the status of the returns for each of these. You may also activate or deactivate one or both of these tax types. To activate a tax type, select the checkbox of the required tax type, insert the tax reference number, select a tax office and then click on 'Register'. To deactivate a tax type, de-select the checkbox, confirm the request and then click on 'Register'.
If any of your tax types were previously registered and are existing against a different Tax User e.g. a Tax Practitioner, and you would like to have these tax types registered under your own profile, you may request a transfer of the tax type from the applicable tax user by selecting the 'Request Tax Types' menu option.
Your current profile reflects an 'Individual Website Personality' which limits your eFiling functionality as well as the Return types that you are allowed to be registered for. If you may need to submit a further return type or would like to add a TaxPayer or Tax User to your profile, you will need to switch to an Organisation or Tax Practitioner Personality. This menu option will allow you to request a transfer to a different profile.
Selecting the 'Change Own Password' option allows you to change your eFiling password and update both your password hint and security question. In the unfortunate event that you forget any of your login information, these details will assist us in identifying you prior to us either resetting your password or sending you the desired information.

c) Select **Organisation** under the "New Personality" option, and click on **Submit**. The new profile will immediately change the background colours and additional options will be available.



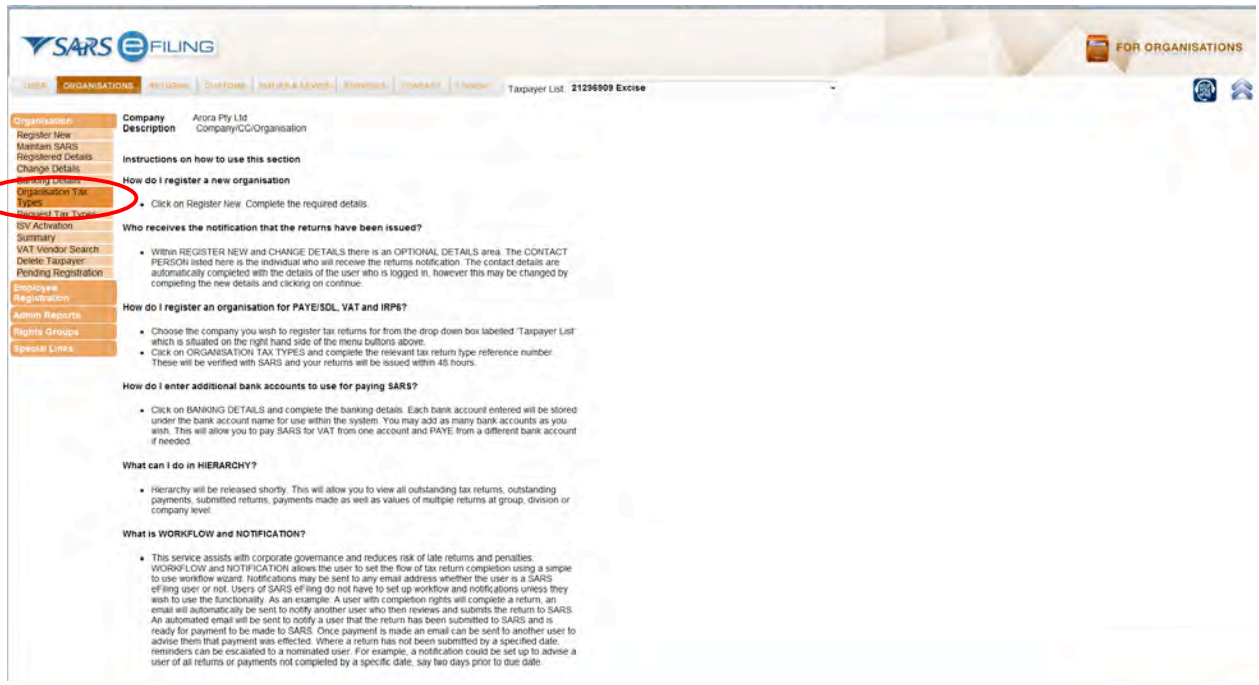
d) If you need to change your profile back from an **Organisation** to an **Individual**, the **Change Website Profile** tab can be found under the **User** tab.

e) Once you are set up as an **Organisation**, the top right hand side will indicate that you are now an Organisation.

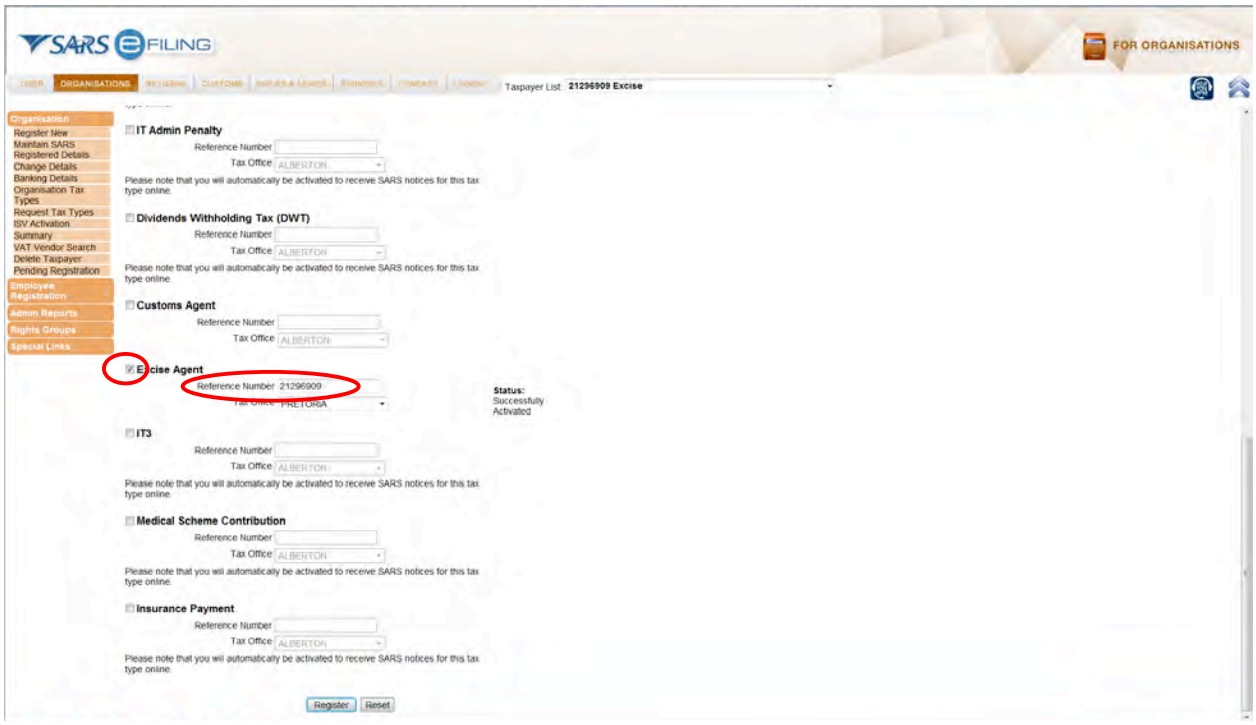

SARS eFILING
FOR ORGANISATIONS
RETURNS
Taxpayer List 21296909 Excise
Returns Issued
Returns History
Returns Search
Levies and Duties
Third Party Data
Payments
Additional Payments
SARS Correspondence
Disputes
Bulk Payments
Voluntary Disclosure
PAYE Maintenance
Special Links
USER DETAILS
User Name: Excise, E
Login Name: Tester957279
Date Registered: 2013/07/26
COMPANY DETAILS
Trading As Name: 21296909 Excise
Registration Number: 2010/123654/07
Date Registered: 2013/07/26
INCOME TAX QUICK SEARCH
Please enter your Income Tax Reference Number:
SEARCH
SARS South African Revenue Service
ISSUING OF 2013 IRP5/IT3(a) UNTIL FURTHER NOTICE
Employers are advised that where an Employee Income Tax Certificate [IRP5/IT3(a)] needs to be issued for the 2013 transaction year prior to August 2012 submission to SARS, these IRP5/IT3(a) certificates will have to be issued from the employer's payroll system or where no payroll system is used, a manual certificate. Manual certificates can be requested from any SARS branch or the SARS Contact Centre on 0800 00 SARS (7277).

3.1.3 Step 3: Activate your Excise client number on eFiling

a) Select the **Organisations** tab and click **Organisation Tax Types** in order to register your Excise client number. This step may already have been performed as part of the registration of the Excise client code for filing purposes.

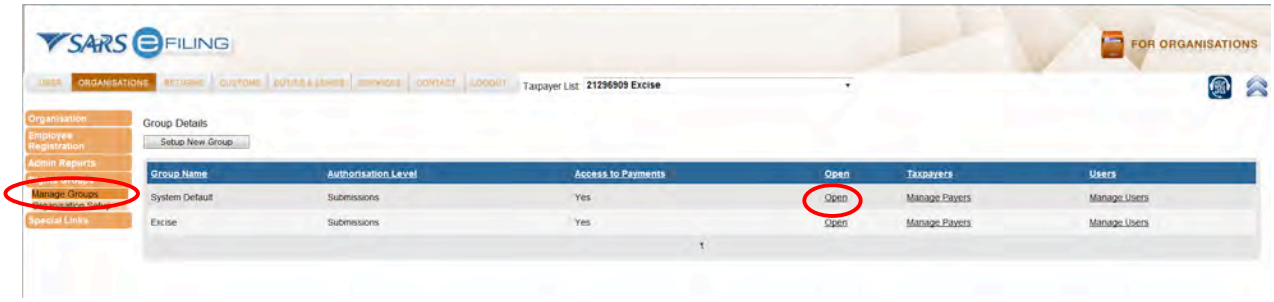

SARS eFILING
FOR ORGANISATIONS
ORGANISATIONS
Taxpayer List 21296909 Excise
Organisation
Register New
Maintain SARS
Registered Details
Change Details
Organisation Tax Types
ISV Activation
Summary
VAT Vendor Search
Delete Taxpayer
Pending Registration
Employee Registration
Admin Reports
Rights Groups
Special Links
Company Description
Arora Pty Ltd
Company/CC/Organisation
Instructions on how to use this section
How do I register a new organisation
Click on Register New. Complete the required details.
Who receives the notification that the returns have been issued?
Within REGISTER NEW and CHANGE DETAILS there is an OPTIONAL DETAILS area. The CONTACT PERSON listed here is the individual who will receive the returns notification. The contact details are automatically completed with the details of the user who is logged in, however this may be changed by completing the new details and clicking on continue.
How do I register an organisation for PAYE/SDL, VAT and IRP6?
Choose the company you wish to register tax returns for from the drop down box labelled 'Taxpayer List' which is situated on the right hand side of the menu buttons above.
Click on ORGANISATION TAX TYPES and complete the relevant tax return type reference number. These will be verified with SARS and your returns will be issued within 48 hours.
How do I enter additional bank accounts to use for paying SARS?
Click on BANKING DETAILS and complete the banking details. Each bank account entered will be stored under the bank account name for use within the system. You may add as many bank accounts as you wish. This will allow you to pay SARS for VAT from one account and PAYE from a different bank account if needed.
What can I do in HIERARCHY?
Hierarchy will be released shortly. This will allow you to view all outstanding tax returns, outstanding payments, submitted returns, payments made as well as values of multiple returns at group, division or company level.
What is WORKFLOW and NOTIFICATION?
This service assists with corporate governance and reduces risk of late returns and penalties. WORKFLOW and NOTIFICATION allows the user to set the flow of tax return completion using a simple to use workflow wizard. Notifications may be sent to any email address whether the user is a SARS eFiling user or not. Users of SARS eFiling do not have to set up workflow and notifications unless they wish to use the functionality. As an example: A user with completion rights will complete a return, an email will automatically be sent to notify another user who then reviews and submits the return to SARS. An automated email will be sent to notify a user that the return has been submitted to SARS and is ready for payment to be made to SARS. Once payment is made an email can be sent to another user to advise them that payment was effected. Where a return has not been submitted by a specified date, reminders can be escalated to a nominated user. For example, a notification could be set up to advise a user of all returns or payments not completed by a specific date, say two days prior to due date.

b) Tick the **Excise Agent** tick box for all Excise clients, type in the Excise client number in the **Reference Number** field, scroll down and click the **Register** button.

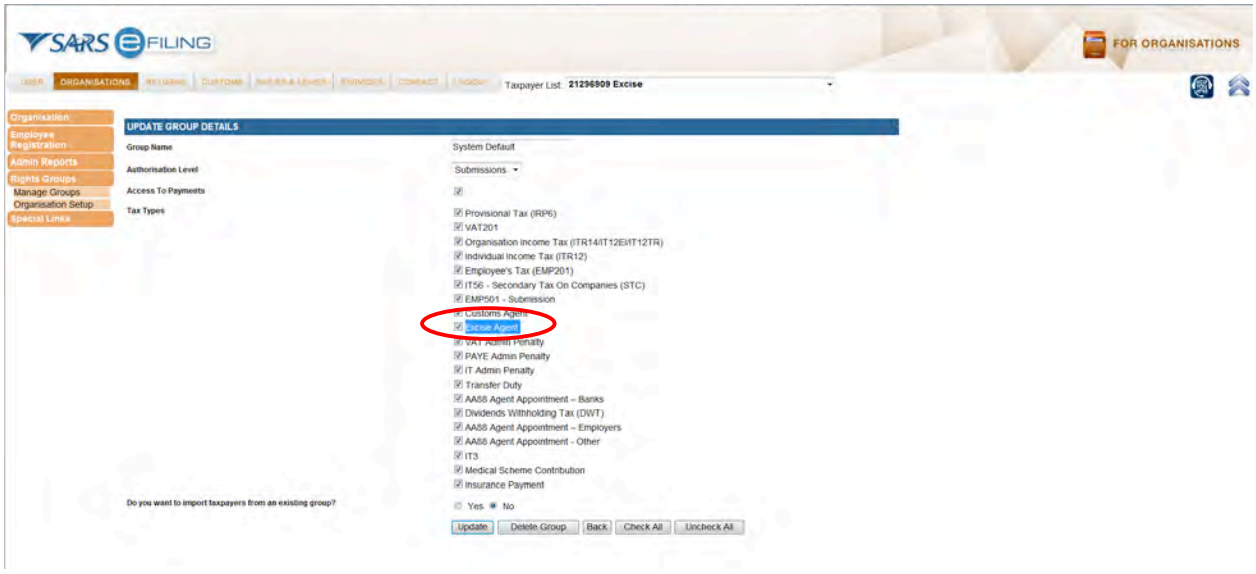


c) The system will check if you are an active user. If you are not registered, an error message will be displayed. You must then register on eFiling or contact the SARS Contact Centre on 0800 007277. The status will be updated once the Excise client number is verified and activated. This process may take 24 hours.

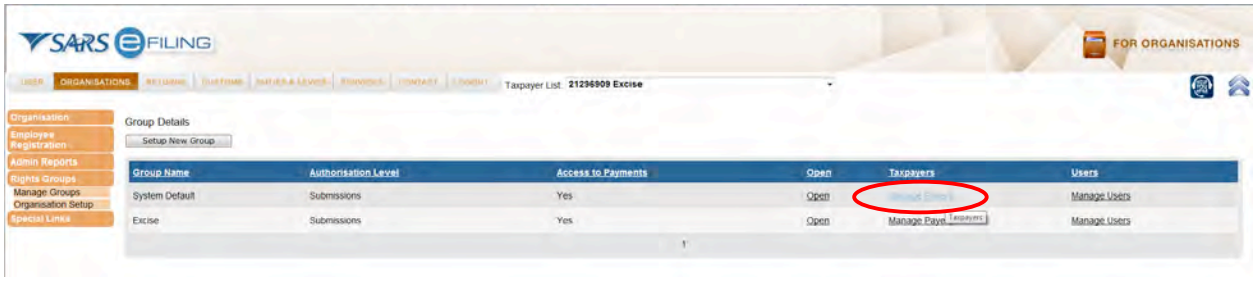
d) After registration of your Excise client number, you have to add Excise to the **Organisation** tax types to allow eAccount functionality. Select **Manage Groups** under Rights Groups and select the required group which will be using the eAccount functionality. Then click on **Open** to edit the access for the group.



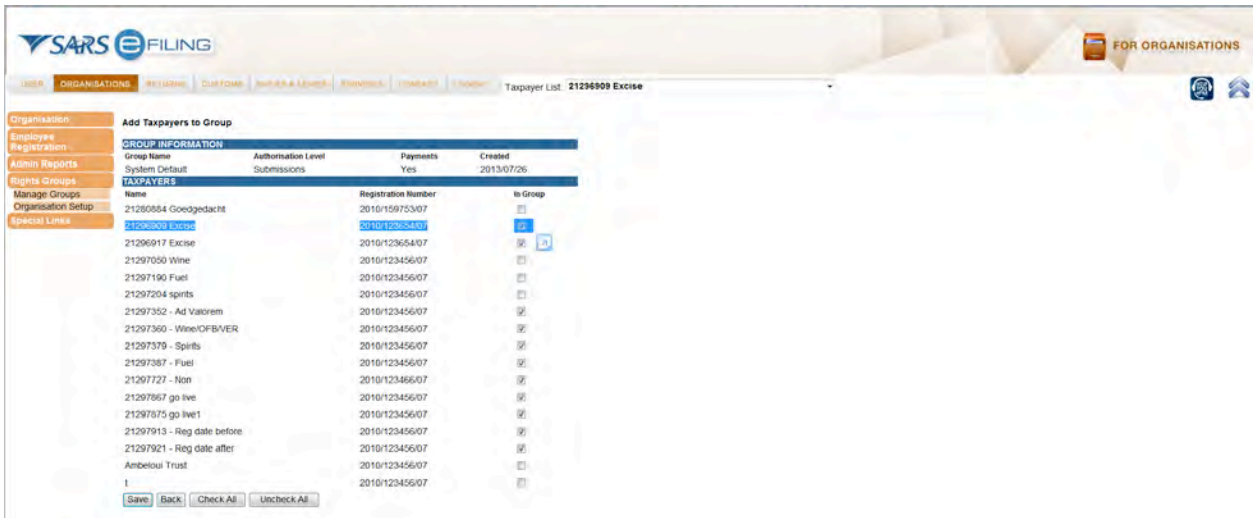
e) Select **Excise Agent** and click on **Update**, which will give this group access to the Excise eAccount.



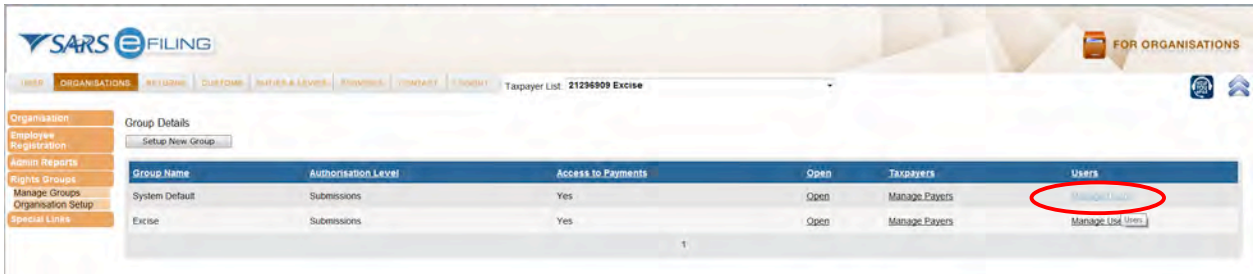
f) Click on **Manage Payers.**



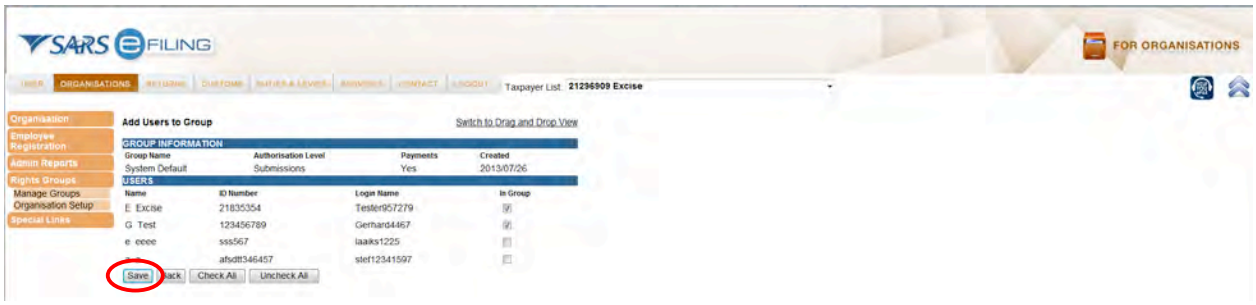
g) The **Add Taxpayers to Group** screen will be displayed. Select the relevant Excise client number/s to be linked to the group.



h) Click on **Manage Users.**



i) Select the relevant users who require access to the Excise client number and group. Click on the **Save** button.

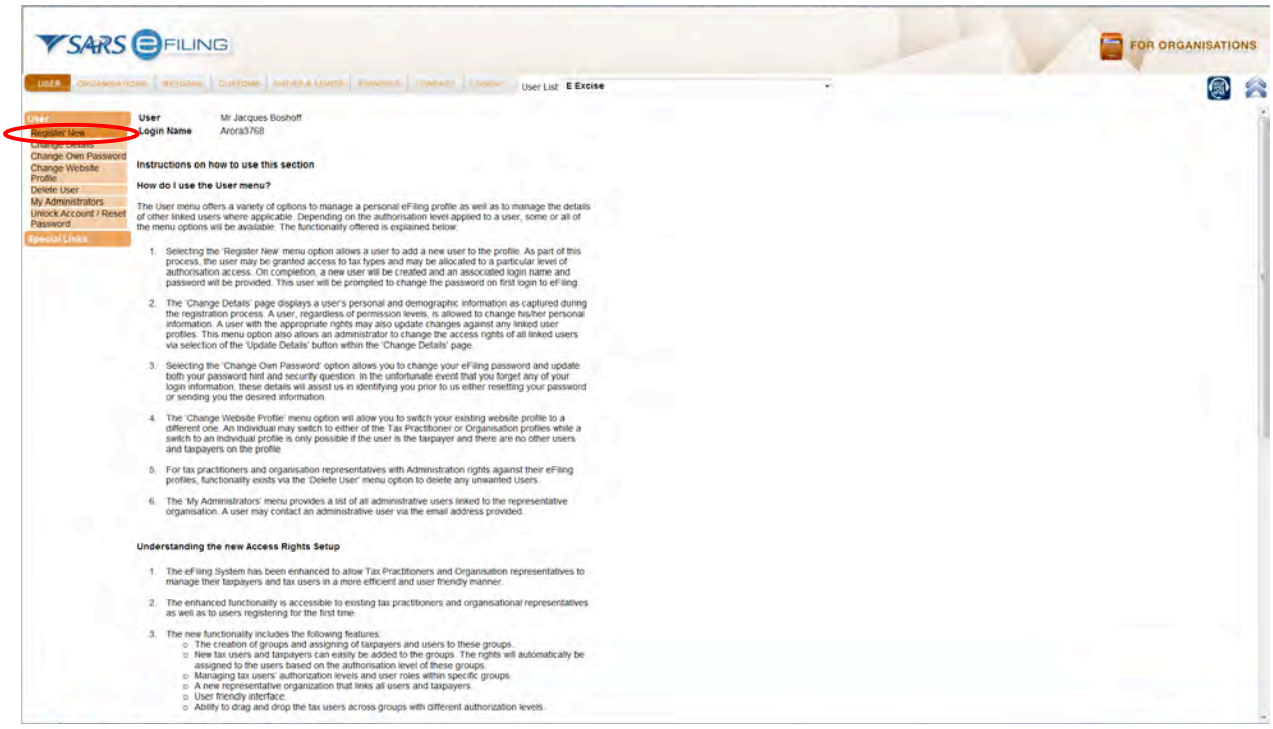


3.1.4 STEP 4: Assign/Create an Admin User

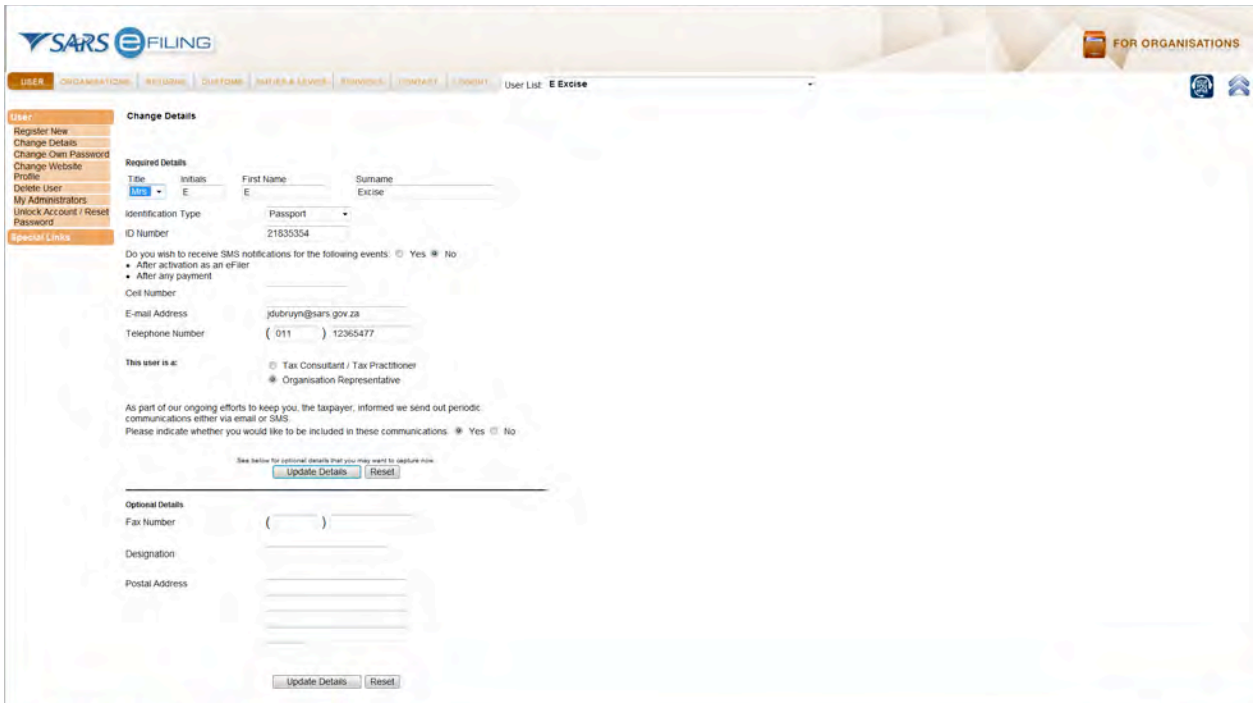
a) Once the Excise client number has been successfully activated, you need to give a user the required administrator rights.

b) An overall administrator (the person who initially registered the Excise client number), will be able to add users and give specific access rights to each user or group of users. This user profile is normally owned by a company's financial department. Other SARS taxes such as Value-added Tax (VAT) and Pay-As-You-Earn (PAYE) are already administered on eFiling and Excise will be an additional tax type on the organisation's overall profile. The users who can be set up to access the Excise accounts may include operational staff that are responsible for submission of declarations and/or making payments to SARS Excise for declarations. The main Organisation's administrator needs to set up users, who will be given access to the Excise accounts, within the current eFiling Organisation's Add User function.

c) If you are an existing eFiler and you would like to extend your current Administrator's rights to Excise, select the User tab and select **Change Details** to extend the current administrator's role to also include the required administrator Excise functionalities. If a new person is to be assigned, select **Register New.**

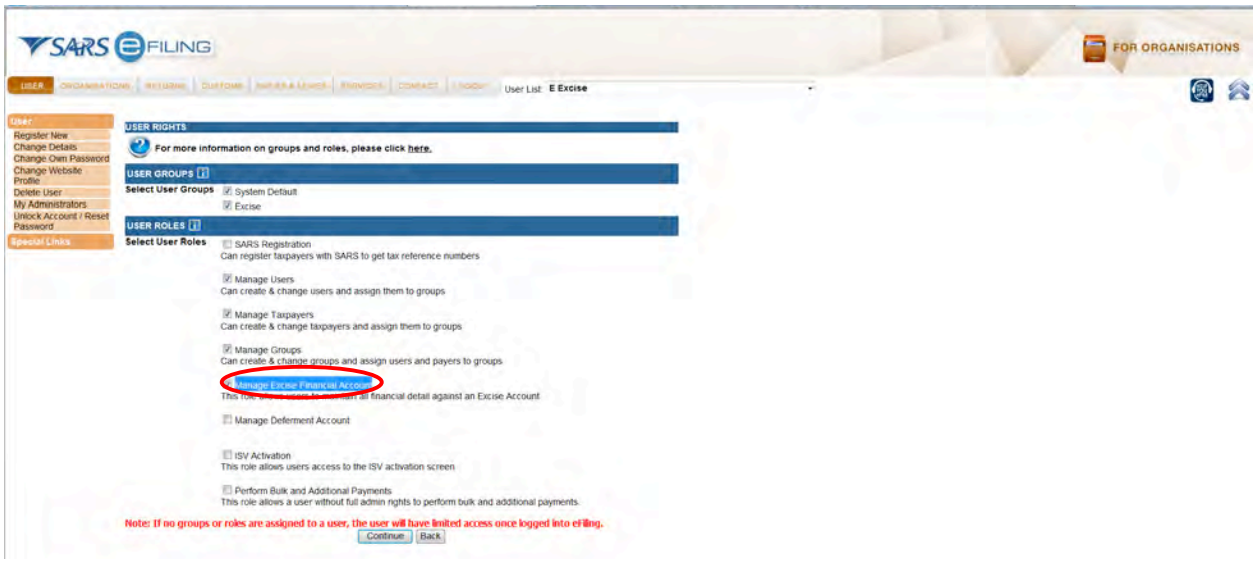

SARS eFILING
FOR ORGANISATIONS
User List E Excise
User
Register New
Change Details
Change Own Password
Change Website Profile
Delete User
My Administrators
Unlock Account / Reset Password
Special Links
User Mr Jacques Boshoff
Login Name Arora3768
Instructions on how to use this section
How do I use the User menu?
The User menu offers a variety of options to manage a personal eFiling profile as well as to manage the details of other linked users where applicable. Depending on the authorisation level applied to a user, some or all of the menu options will be available. The functionality offered is explained below.
1. Selecting the 'Register New' menu option allows a user to add a new user to the profile. As part of this process, the user may be granted access to tax types and may be allocated to a particular level of authorisation access. On completion, a new user will be created and an associated login name and password will be provided. This user will be prompted to change the password on first login to eFiling.
2. The 'Change Details' page displays a user's personal and demographic information as captured during the registration process. A user, regardless of permission levels, is allowed to change his/her personal information. A user with the appropriate rights may also update changes against any linked user profiles. This menu option also allows an administrator to change the access rights of all linked users via selection of the 'Update Details' button within the 'Change Details' page.
3. Selecting the 'Change Own Password' option allows you to change your eFiling password and update both your password hint and security question. In the unfortunate event that you forget any of your login information, these details will assist us in identifying you prior to us either resetting your password or sending you the desired information.
4. The 'Change Website Profile' menu option will allow you to switch your existing website profile to a different one. An individual may switch to either of the Tax Practitioner or Organisation profiles while a switch to an individual profile is only possible if the user is the taxpayer and there are no other users and taxpayers on the profile.
5. For tax practitioners and organisation representatives with Administration rights against their eFiling profiles, functionality exists via the 'Delete User' menu option to delete any unwanted Users.
6. The 'My Administrators' menu provides a list of all administrative users linked to the representative organisation. A user may contact an administrative user via the email address provided.
Understanding the new Access Rights Setup
1. The eFiling System has been enhanced to allow Tax Practitioners and Organisation representatives to manage their taxpayers and tax users in a more efficient and user friendly manner.
2. The enhanced functionality is accessible to existing tax practitioners and organisational representatives as well as to users registering for the first time.
3. The new functionality includes the following features:
The creation of groups and assigning of taxpayers and users to these groups.
New tax users and taxpayers can easily be added to the groups. The rights will automatically be assigned to the users based on the authorisation level of these groups.
Managing tax users' authorization levels and user roles within specific groups.
A new representative organization that links all users and taxpayers.
User friendly interface.
Ability to drag and drop the tax users across groups with different authorization levels.

d) Review details of the administrator.

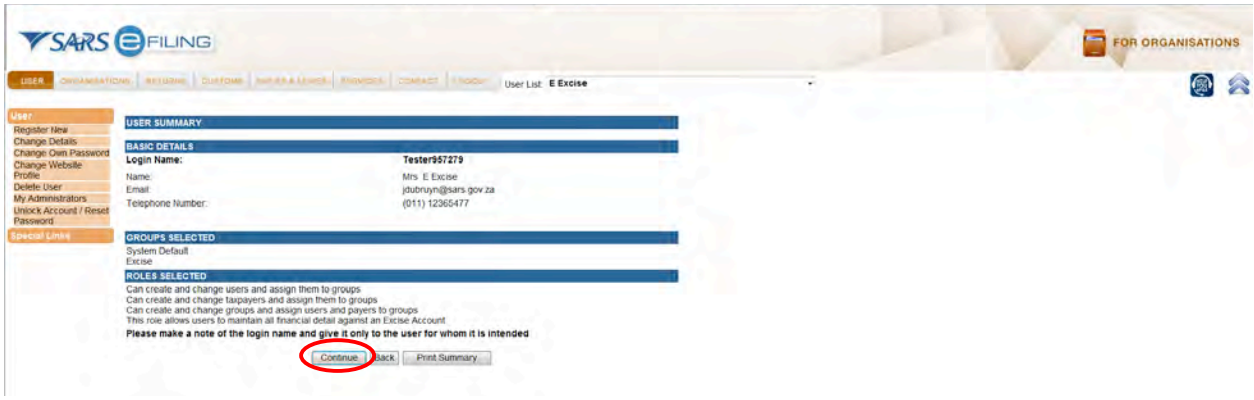

SARS eFILING
FOR ORGANISATIONS
User List E Excise
Change Details
Required Details
Title Mrs
Initials E
First Name E
Surname Excise
Identification Type Passport
ID Number 21835354
Do you wish to receive SMS notifications for the following events: Yes No
After activation as an eFiler
After any payment
Cell Number
E-mail Address jdubruyn@sars.gov.za
Telephone Number (011) 12365477
This user is a:
Tax Consultant / Tax Practitioner
Organisation Representative
As part of our ongoing efforts to keep you, the taxpayer, informed we send out periodic communications either via email or SMS.
Please indicate whether you would like to be included in these communications Yes No
Update Details
Reset
Optional Details
Fax Number
Designation
Postal Address
Update Details
Reset

e) Select **Update Details** to move to the next screen.

f) Then select **Manage Excise Financial Account** in order to allow the administrator access to the Excise accounts, and click on **Continue**. The User Role **Manage Excise Financial Account** should only be given to the administrator, who will manage the roles relating to the Excise financial account/s.


SARS eFILING
FOR ORGANISATIONS
User List: E Excise
User
Register New
Change Details
Change Own Password
Change Website Profile
Delete User
My Administrators
Unlock Account / Reset Password
Special Links
USER RIGHTS
For more information on groups and roles, please click here.
USER GROUPS
Select User Groups
System Default
Excise
USER ROLES
Select User Roles
SARS Registration
Can register taxpayers with SARS to get tax reference numbers
Manage Users
Can create & change users and assign them to groups
Manage Taxpayers
Can create & change taxpayers and assign them to groups
Manage Groups
Can create & change groups and assign users and payers to groups
Manage Excise Financial Account
Manage Deferment Account
ISV Activation
This role allows users access to the ISV activation screen
Perform Bulk and Additional Payments
This role allows a user without full admin rights to perform bulk and additional payments.
Note: If no groups or roles are assigned to a user, the user will have limited access once logged into eFiling.
Continue
Back

g) Review the user summary and click **Continue**.



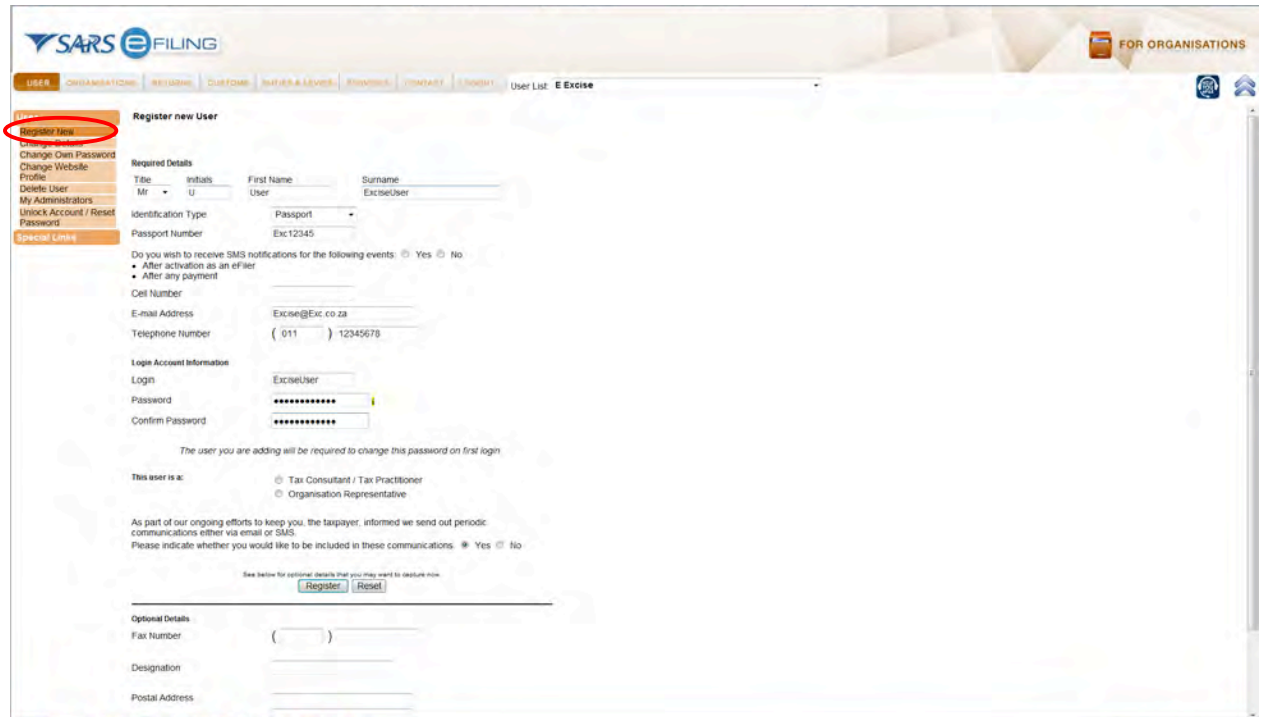
3.1.5 STEP 5: Create users for each financial account

a) The client is provided with administrative tools to allow users different levels of access. For example, the eFiling administrator at the client's head office can give access to each of the trader's branch managers to use the eAccount functions per licensee account. The users will each receive a specific logon username and first time password, which need to be changed on initial login. Once the user is created, he/she can be linked to an Excise group.

b) This process must be achieved in two steps:

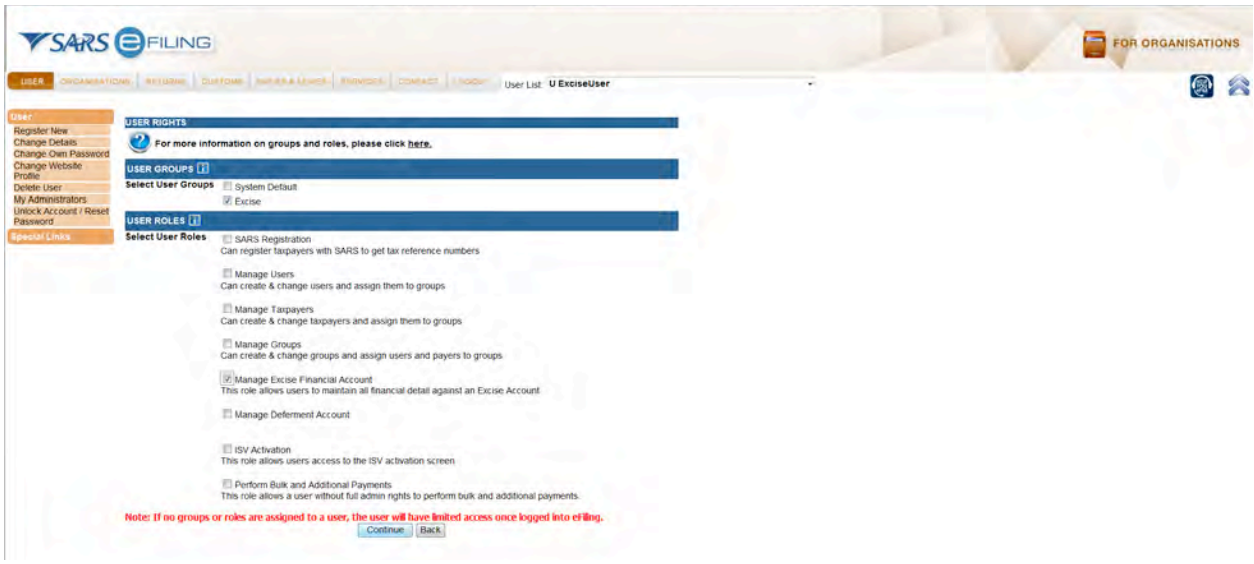
i) **Firstly,** create all the users by following steps (c) to (g); and
ii) **Secondly,** assign these users (or user) to a group and a financial account, steps (h) to (x).

c) Select **Register New** and complete the details. Please remember that the user name and first time password needs to be given to the user to gain access to eFiling. The number of users will depend on the business requirements of the eFiler and this process (i.e. (c) to (g)) can be repeated to create a number of users.

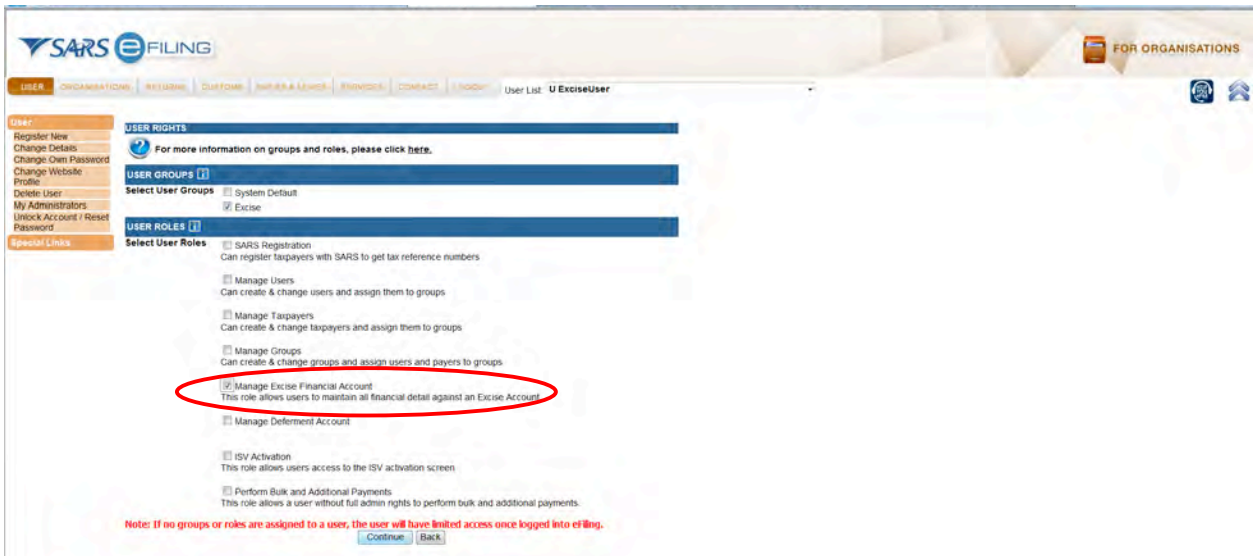


d) A user may be created with no role.

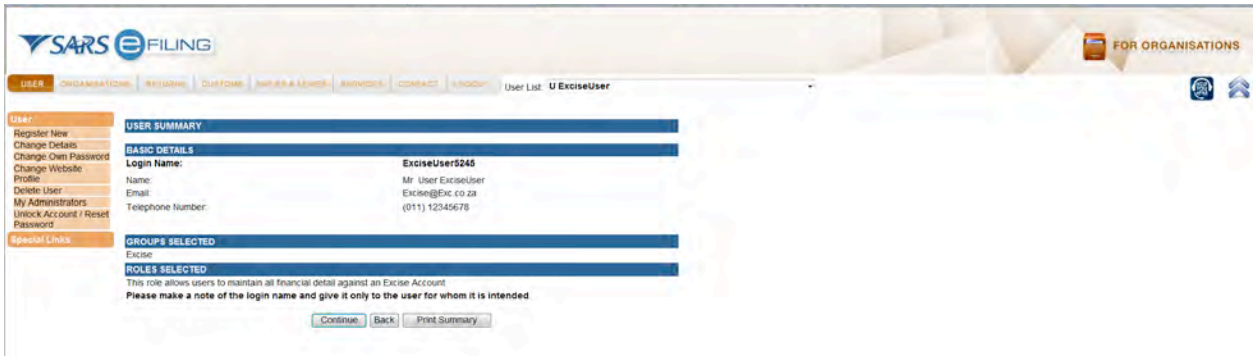
e) To create a user who should **NOT** have the **Manage Excise Financial Account** user role, you do not need to select any user role. No user role should therefore be selected for a user who will not be able to edit and adjust the access rights of Excise account groups and users.


SARS eFILING
FOR ORGANISATIONS
User List: U ExciseUser
User
Register New
Change Details
Change Own Password
Change Website Profile
Delete User
My Administrators
Unlock Account / Reset Password
Special Links
USER RIGHTS
For more information on groups and roles, please click here.
USER GROUPS
Select User Groups
System Default
Excise
USER ROLES
Select User Roles
SARS Registration
Can register taxpayers with SARS to get tax reference numbers
Manage Users
Can create & change users and assign them to groups
Manage Taxpayers
Can create & change taxpayers and assign them to groups
Manage Groups
Can create & change groups and assign users and payers to groups
Manage Excise Financial Account
This role allows users to maintain all financial detail against an Excise Account
Manage Deferment Account
ISV Activation
This role allows users access to the ISV activation screen
Perform Bulk and Additional Payments
This role allows a user without full admin rights to perform bulk and additional payments.
Note: If no groups or roles are assigned to a user, the user will have limited access once logged into eFiling.
Continue
Back

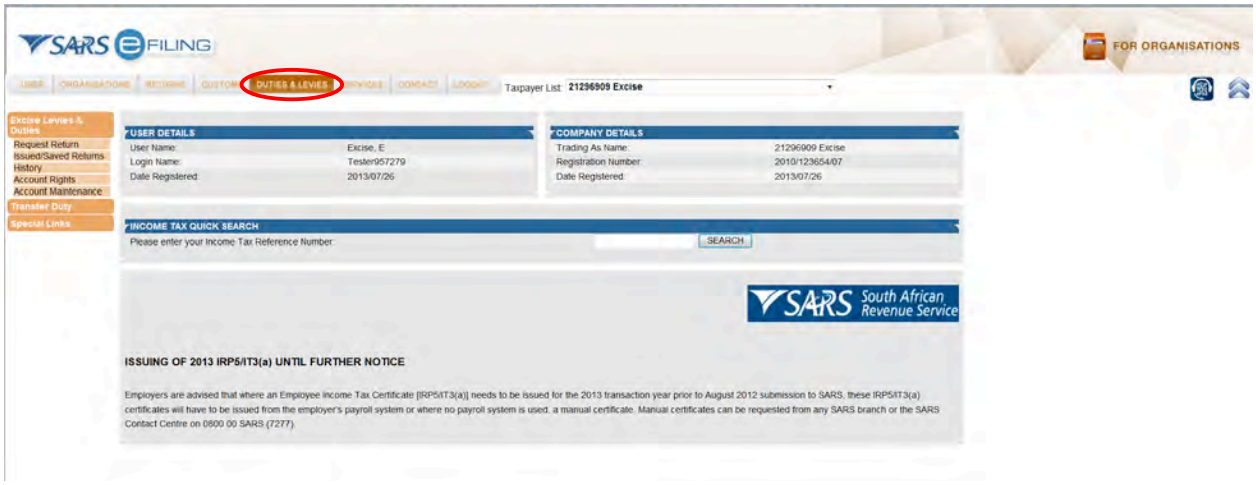
f) On the other hand, to create auser who **should** be able to edit and adjust the access rights of Excise account groups and users, select the role of **Manage Excise Financial Account.** This is only provided to users who should be able to edit and adjust the access rights of Excise account groups and users.


SARS eFILING
FOR ORGANISATIONS
User List: U ExciseUser
USER RIGHTS
For more information on groups and roles, please click here.
USER GROUPS
Select User Groups
System Default
Excise
USER ROLES
Select User Roles
SARS Registration
Can register taxpayers with SARS to get tax reference numbers
Manage Users
Can create & change users and assign them to groups
Manage Taxpayers
Can create & change taxpayers and assign them to groups
Manage Groups
Can create & change groups and assign users and payers to groups
Manage Excise Financial Account
This role allows users to maintain all financial detail against an Excise Account
Manage Deferment Account
ISV Activation
This role allows users access to the ISV activation screen
Perform Bulk and Additional Payments
This role allows a user without full admin rights to perform bulk and additional payments.
Note: If no groups or roles are assigned to a user, the user will have limited access once logged into eFiling.
Continue
Back

g) Review the user summary and click **Continue**.

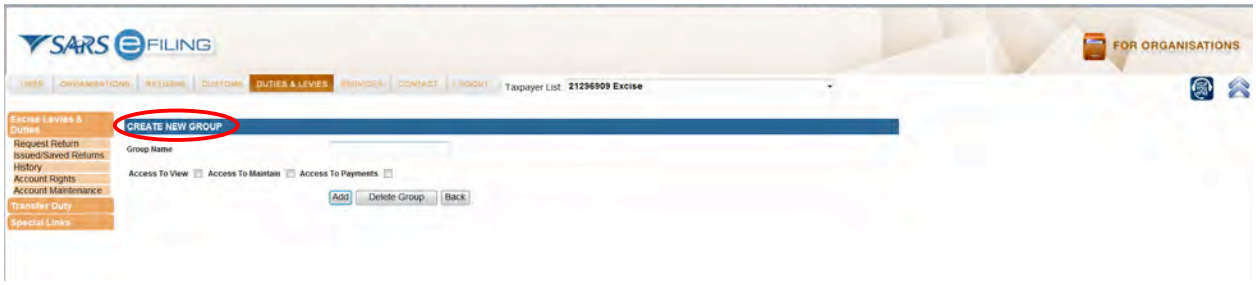


h) To manage Account Rights, click on **Duties and Levies.** To set up Groups and link these financial accounts, click **Account Rights** under the tab **Excise Levies & Duties.** This will allow the administrator to set up groups, select the accounts linked to a group and link the users. Note that users can only be set up by the administrator of the Organisation's eFiling profile and needs to be done prior to maintaining groups.

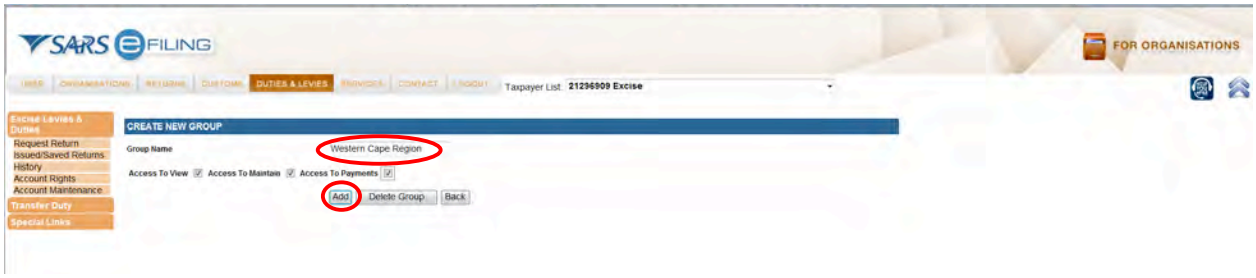

SARS eFILING
FOR ORGANISATIONS
DUTIES & LEVIES
Taxpayer List: 21296909 Excise
Excise Levies & Duties
Request Return
Issued/Saved Returns
History
Account Rights
Account Maintenance
Transfer Duty
Special Links
USER DETAILS
User Name: Excise, E
Login Name: Tester957279
Date Registered: 2013/07/26
COMPANY DETAILS
Trading As Name: 21296909 Excise
Registration Number: 2010/123654/07
Date Registered: 2013/07/26
INCOME TAX QUICK SEARCH
Please enter your Income Tax Reference Number:
SEARCH
SARS South African Revenue Service
ISSUING OF 2013 IRP5/IT3(a) UNTIL FURTHER NOTICE
Employers are advised that where an Employee Income Tax Certificate [IRP5/IT3(a)] needs to be issued for the 2013 transaction year prior to August 2012 submission to SARS, these IRP5/IT3(a) certificates will have to be issued from the employer's payroll system or where no payroll system is used, a manual certificate. Manual certificates can be requested from any SARS branch or the SARS Contact Centre on 0800 00 SARS (7277).

i) Click on **Account Rights.**

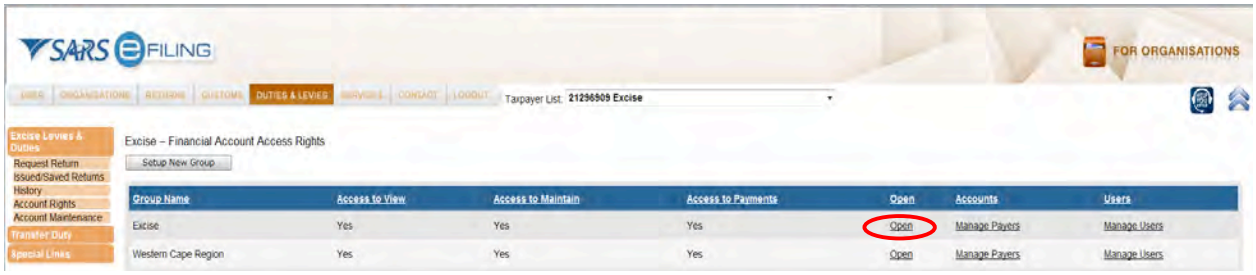
j) Select **Setup New Group** and name the group to easily identify the specific use, branches , staff members or access rights.



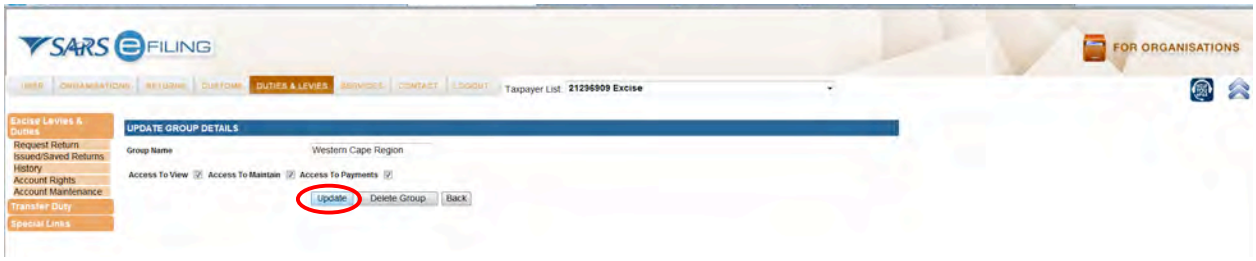
k) Capture the required group name and click on **Add.**



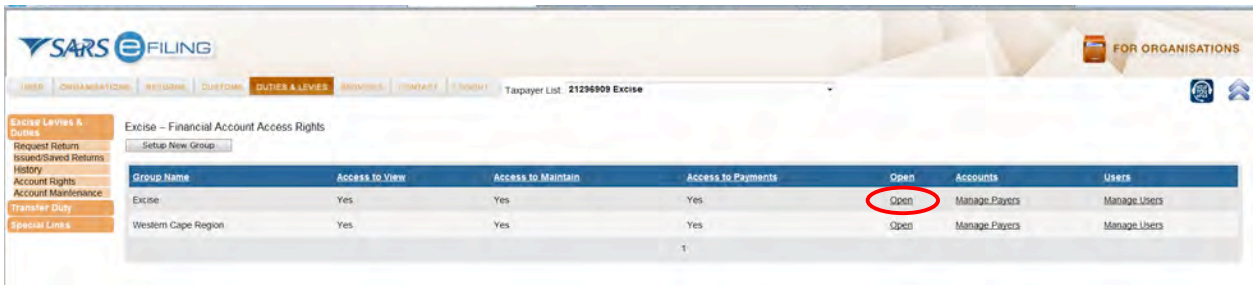
l) Select the group which needs to be set up and click on **Open** to set up the group's access rights



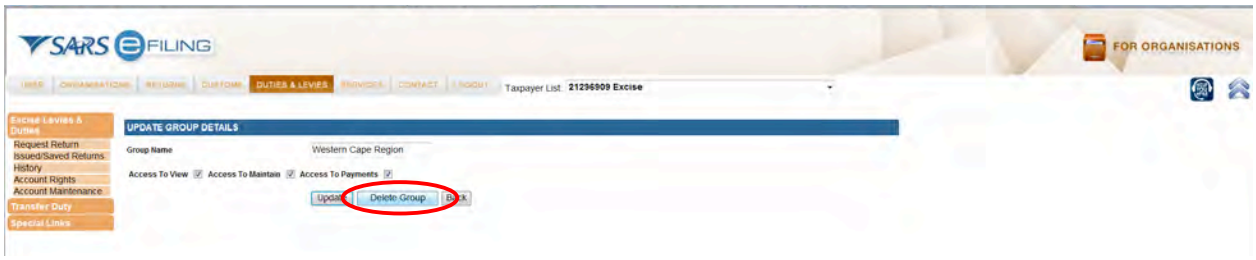
m) Select the specific access which the group needs to be able to perform a specific function and click on **Update** to save the access rights. Please ensure that the access rights are aligned to the correct persons/group. Once you have made your selection click on **Update.**



n) If you want to delete a **Group Name** you need to click on **Open.**

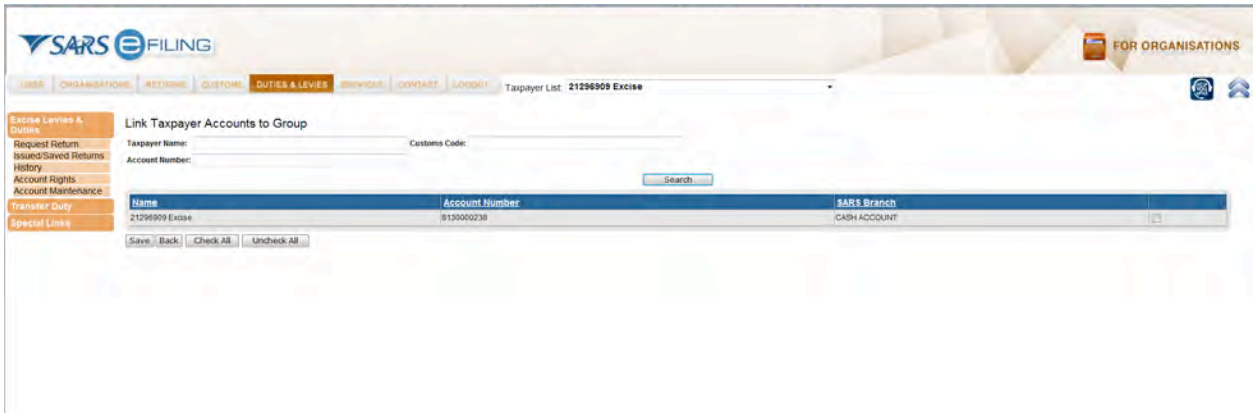


o) Click on **Delete Group** and the Accounts Rights groups will be updated.

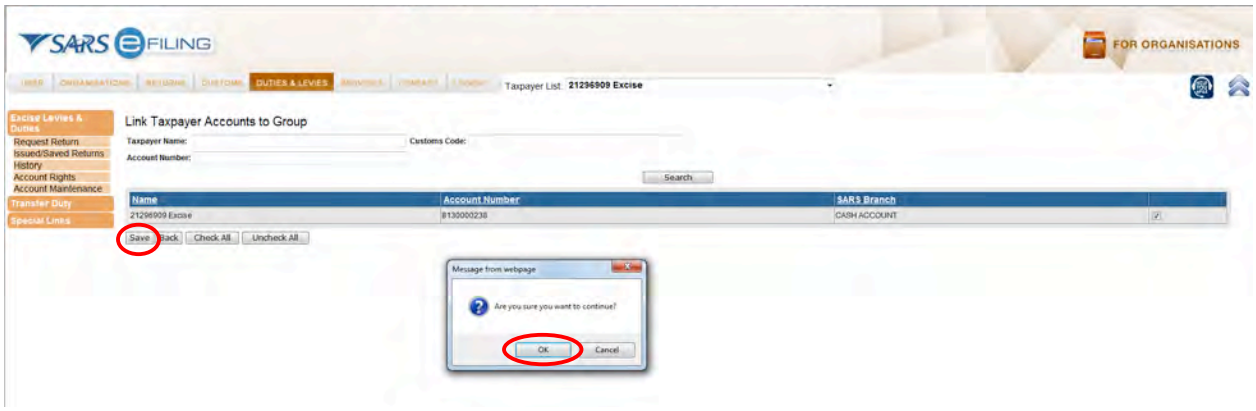


p) Click **Manage Payers** to display all the accounts linked to the Excise client number. This will enable you to view the selection you have made.

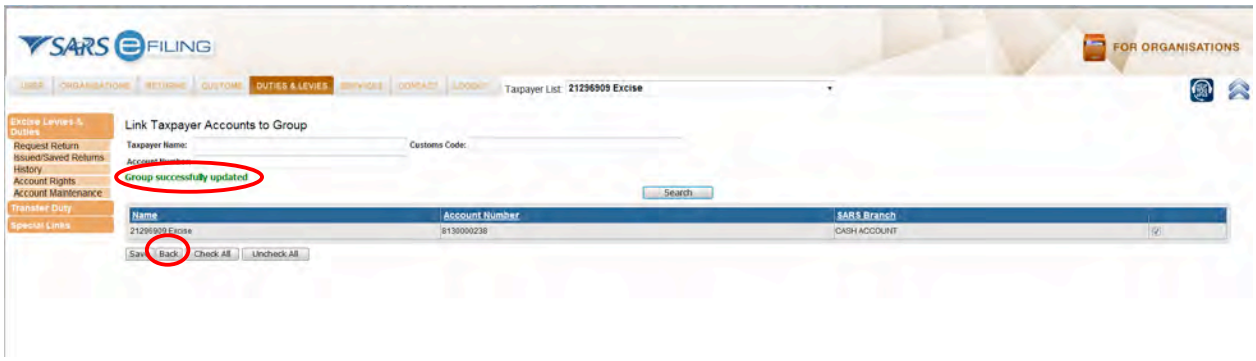
q) Select the specific financial account which needs to be linked to the group. The **Financial Account Selection** screen will be displayed, representing the Excise account (there is only one national financial account for each Excise client code). The account number will be a new SARS-generated account number, which is currently the first ten (10) digits of your Payment Reference Number (PRN).



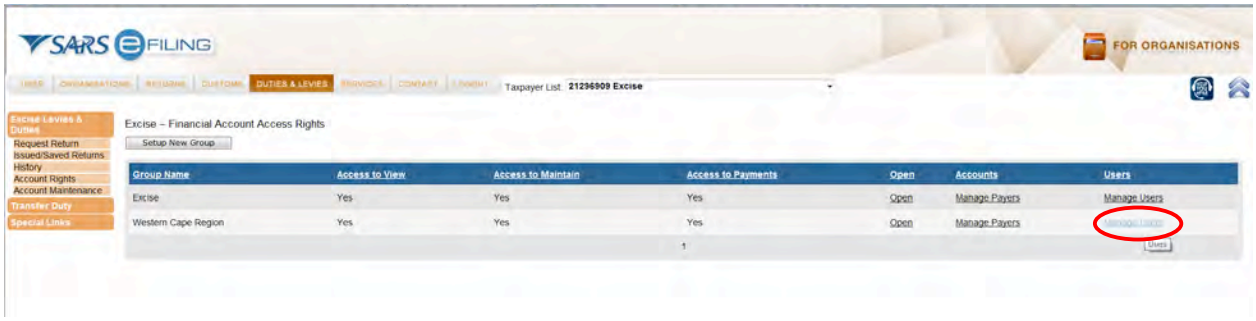
r) Click on **Save** and **OK** if the selected account is correct.



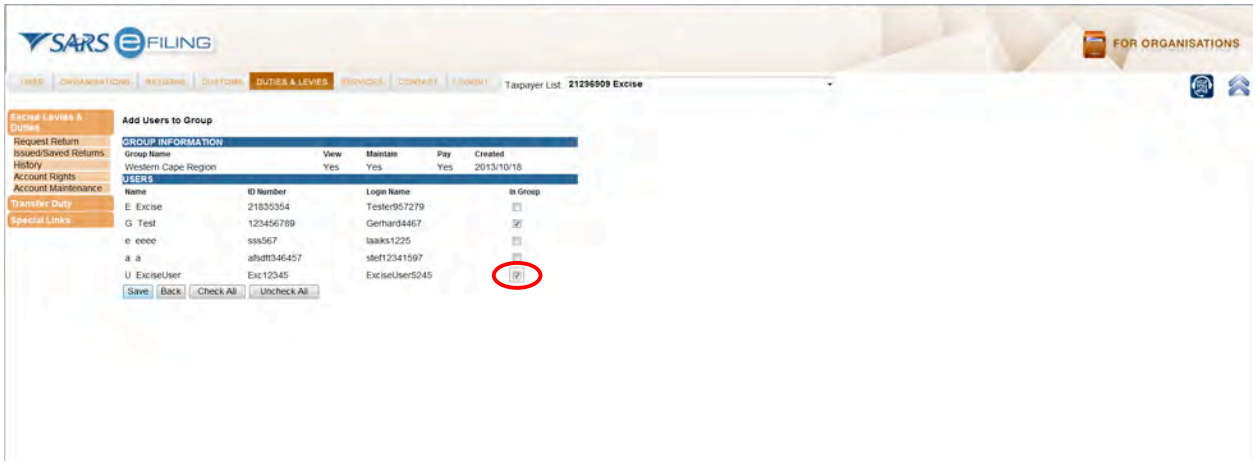
s) The message **Group successfully updated** will indicate that the changes were saved and then Click on Back.



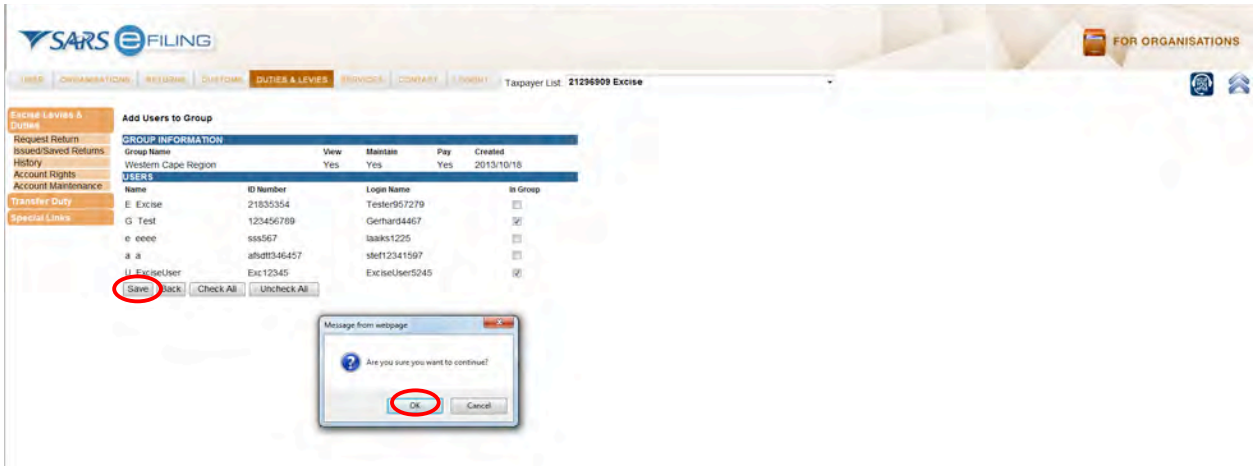
t) Click the **Manage Users** button to select the users who need to perform the specific actions on the selected accounts.



u) Select each user who needs to perform specific tasks relating to the group by clicking the tick box under **In Group.**



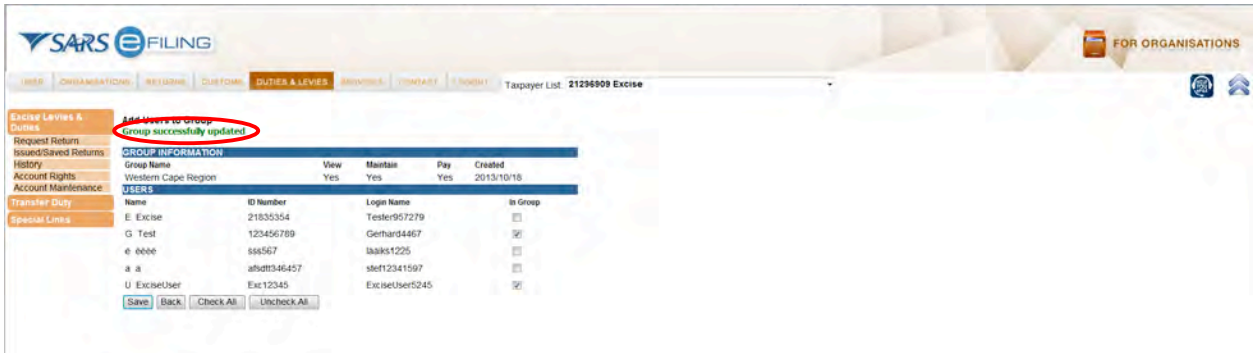
v) Click **Save** and **OK** if the selection is correct.



w) The message **Group successfully updated** will indicate that the changes or selection was saved.

x) The administrator may now inform each of the newly created users of their username and initial password. The individual users may then log on to eFiling using the username and password provided. eFiling will immediately require a new password and the user will thereafter have access according to the group, access rights and accounts to which they were linked.

y) The administrator can at any time remove users from groups, edit access rights and add or remove accounts. The client is responsible to maintain all access rights, groups and roles at all times.



3.2 Account overview and statements

3.2.1 How to view the eAccount Management Dashboard

a) The dashboard is an overview for a specific account which gives you all the information necessary to manage the account effectively. The dashboard also acts as the central point from which all account management functions can be selected.

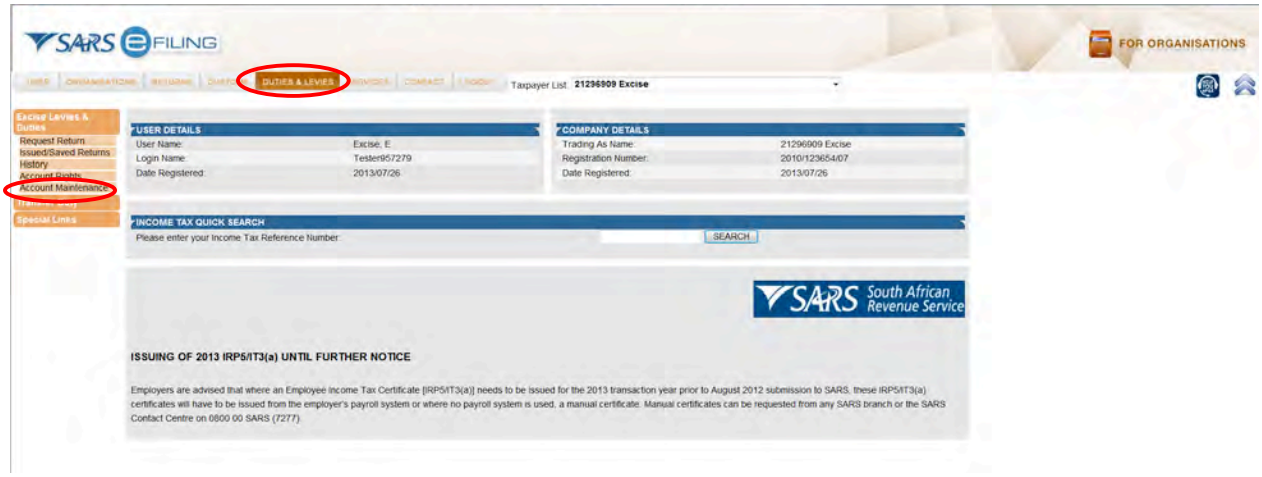
b) The **Account Balance Summary** highlights the total account balance and any unallocated payments.

c) The total balance on account may consist of both unpaid declarations and also unallocated payments. These unallocated payments arise due to an incorrect PRN being specified which prevents the system from automatically allocating the payment. These unallocated payments need to be allocated by you. Payment allocation serves to receipt the payment against declarations, thus marking them off as paid/settled.

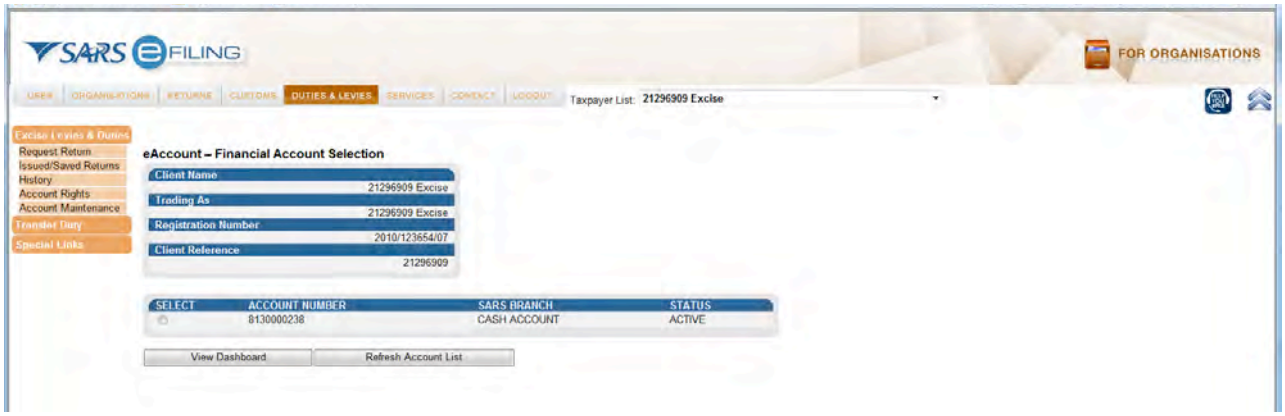
d) Monthly Statement of Accounts will be made available for each calendar month . The latest issued Statement of Account will be displayed on the dashboard for ease of use.

3.2.2 To access the dashboard, follow the steps below:

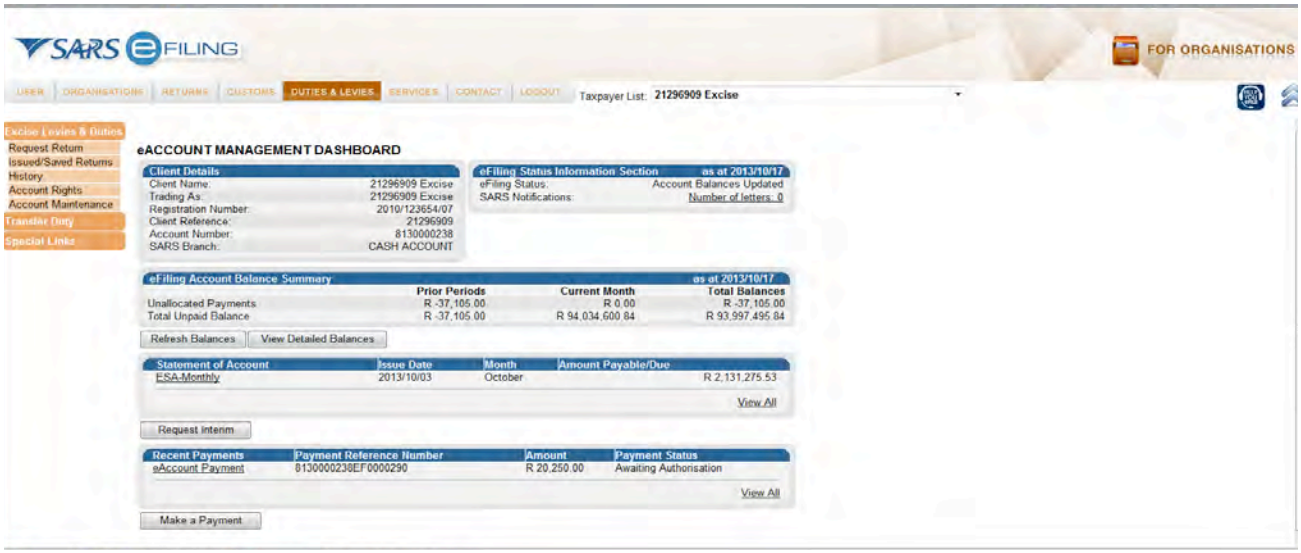
a) Select **Duties and Taxes** and choose **Account Maintenance**.


SARS eFILING
FOR ORGANISATIONS
DUTIES & LEVIES
Taxpayer List 21296909 Excise
Excise Levies & Duties
Request Return
Issued/Saved Returns
History
Account Rights
Account Maintenance
Special Links
USER DETAILS
User Name: Excise, E
Login Name: Tester957279
Date Registered: 2013/07/26
COMPANY DETAILS
Trading As Name: 21296909 Excise
Registration Number: 2010/123654/07
Date Registered: 2013/07/26
INCOME TAX QUICK SEARCH
Please enter your Income Tax Reference Number:
SEARCH
SARS South African Revenue Service
ISSUING OF 2013 IRP5/IT3(a) UNTIL FURTHER NOTICE
Employers are advised that where an Employee Income Tax Certificate [IRP5/IT3(a)] needs to be issued for the 2013 transaction year prior to August 2012 submission to SARS, these IRP5/IT3(a) certificates will have to be issued from the employer's payroll system or where no payroll system is used, a manual certificate. Manual certificates can be requested from any SARS branch or the SARS Contact Centre on 0800 00 SARS (7277).

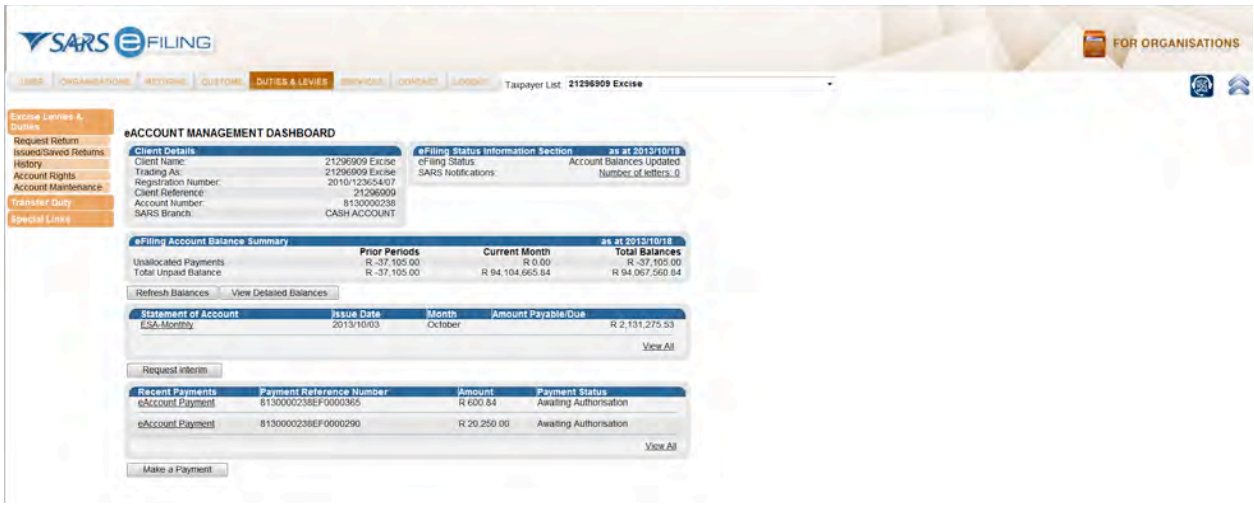
b) The **eAccount – Financial Account Selection** screen will be displayed. In the event that you have limited access to selected user groups as explained in paragraph 4.1.5 (STEP 5), only those financial accounts linked to the user group will be displayed.



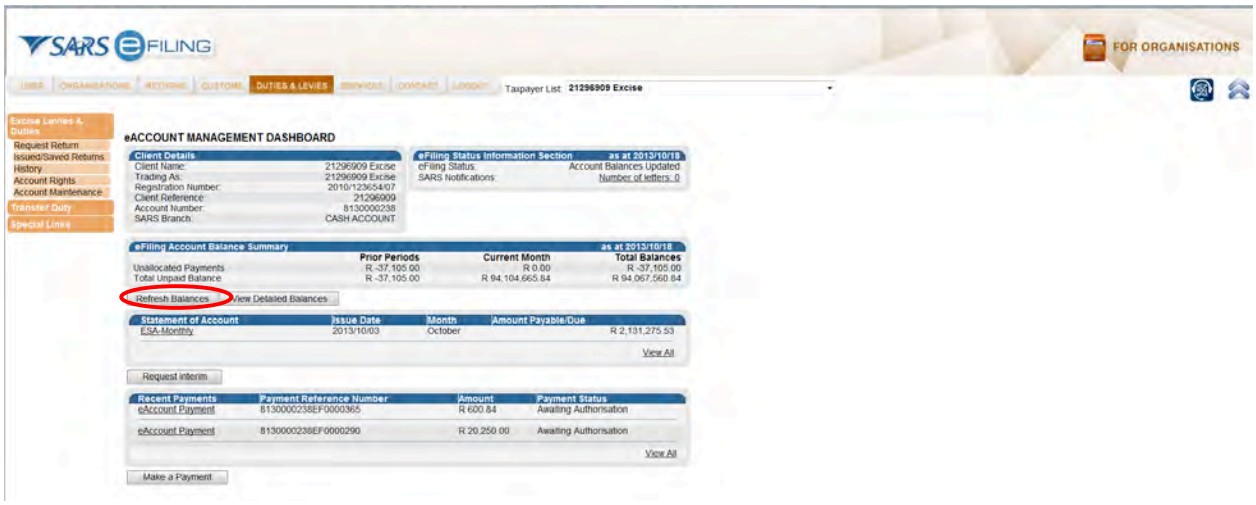
c) Select the applicable account number and click **View Dashboard/Refresh Account List.** The requested account is made available for the specific user to work on, according to access rights granted by the administrator.



d) The **eAccount Management Dashboard** screen for the selected financial account will now be displayed. **Please note:** The Dashboard screen displays the client details, status-related information and a summary of the account balance. You will also be able to select a Statement of Account, view transactions and make or view payments history.


SARS eFILING
FOR ORGANISATIONS
Taxpayer List: 21296909 Excise
Excise Levies & Duties
Request Return
Issued/Saved Returns
History
Account Rights
Account Maintenance
Transfer Duty
Special Links
eACCOUNT MANAGEMENT DASHBOARD
Client Details
Client Name: 21296909 Excise
Trading As: 21296909 Excise
Registration Number: 2010/123654/07
Client Reference: 21296909
Account Number: 8130000238
SARS Branch: CASH ACCOUNT
eFiling Status Information Section as at 2013/10/18
eFiling Status: Account Balances Updated
SARS Notifications: Number of letters: 0
eFiling Account Balance Summary as at 2013/10/18
Prior Periods Current Month Total Balances
Unallocated Payments R -37,105.00 R 0.00 R -37,105.00
Total Unpaid Balance R -37,105.00 R 94,104,665.84 R 94,067,560.84
Refresh Balances
View Detailed Balances
Statement of Account Issue Date Month Amount Payable/Due
ESA-Monthly 2013/10/03 October R 2,131,275.53
View All
Request Interim
Recent Payments Payment Reference Number Amount Payment Status
eAccount Payment 8130000238EF0000365 R 600.84 Awaiting Authorisation
eAccount Payment 8130000238EF0000290 R 20,250.00 Awaiting Authorisation
View All
Make a Payment

e) If you want to check your most recent account balances, click **Refresh Balance** under the eFiling Account Balance Summary section. **Please note:** The **Refresh Balances** button will allow you to refresh the screen to see the most recent balances from SARS which will be displayed immediately. If real time information is not available, an error message will be displayed.


SARS eFILING
FOR ORGANISATIONS
DUTIES & LEVIES
Taxpayer List 21296909 Excise
Excise Levies & Duties
Request Return
Issued/Saved Returns
History
Account Rights
Account Maintenance
Transfer Duty
Special Links
eACCOUNT MANAGEMENT DASHBOARD
Client Details
Client Name: 21296909 Excise
Trading As: 21296909 Excise
Registration Number: 2010/123654/07
Client Reference: 21296909
Account Number: 8130000238
SARS Branch: CASH ACCOUNT
eFiling Status Information Section as at 2013/10/18
eFiling Status: Account Balances Updated
SARS Notifications: Number of letters: 0
eFiling Account Balance Summary as at 2013/10/18
Prior Periods Current Month Total Balances
Unallocated Payments R -37,105.00 R 0.00 R -37,105.00
Total Unpaid Balance R -37,105.00 R 94,104,665.84 R 94,067,560.84
Refresh Balances
View Detailed Balances
Statement of Account Issue Date Month Amount Payable/Due
ESA-Monthly 2013/10/03 October R 2,131,275.53
View All
Request interim
Recent Payments Payment Reference Number Amount Payment Status
eAccount Payment 8130000238EF0000365 R 600.84 Awaiting Authorisation
eAccount Payment 8130000238EF0000290 R 20,250.00 Awaiting Authorisation
View All
Make a Payment

3.2.3 Detailed account balances

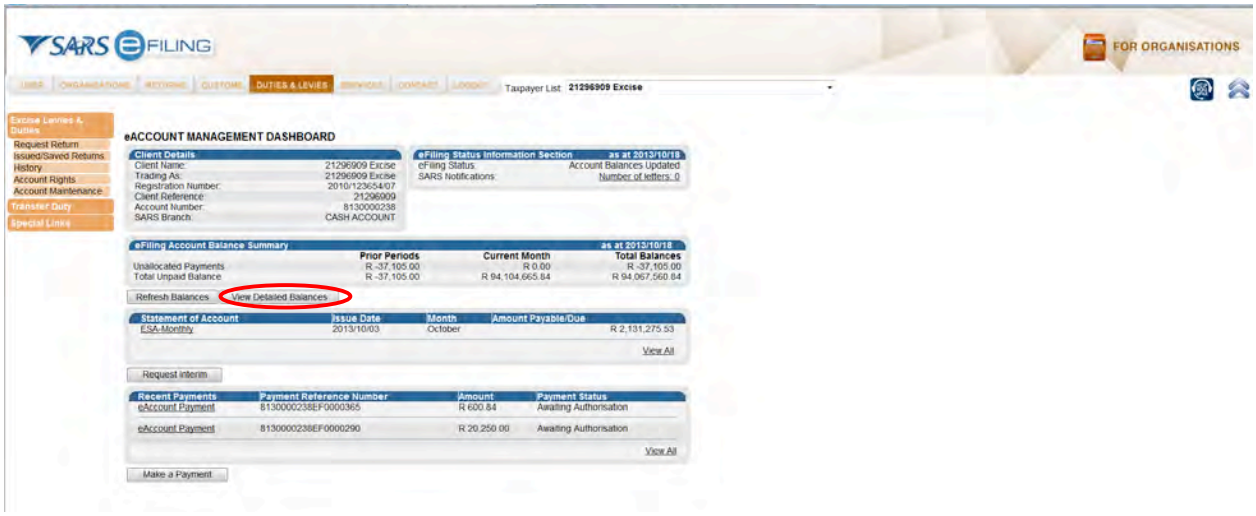
a) The detailed account balances section provides a summary of transactions per processing date groupings, as well as a total balance. Transactions processed before the current month will display under **Previous Periods**, while transactions processed in the current month will display under **Current Month**. The unpaid balances are split between each different declaration and transaction type grouping. This allows complete transparency on the make-up of all unpaid or unallocated transactions on the account.

b) You will be able to identify possible overdue declarations and payments requiring allocation at a glance.

c) The account balances will highlight the following:

i) Unpaid balances which require to be paid by the respective due dates; and
ii) Unallocated payments or credits which need to be allocated in order to utilise the payment against declarations.

d) On the eAccount Management Dashboard screen, select the **View Detailed Balances** button from the eFiling Account Balance Summary section.

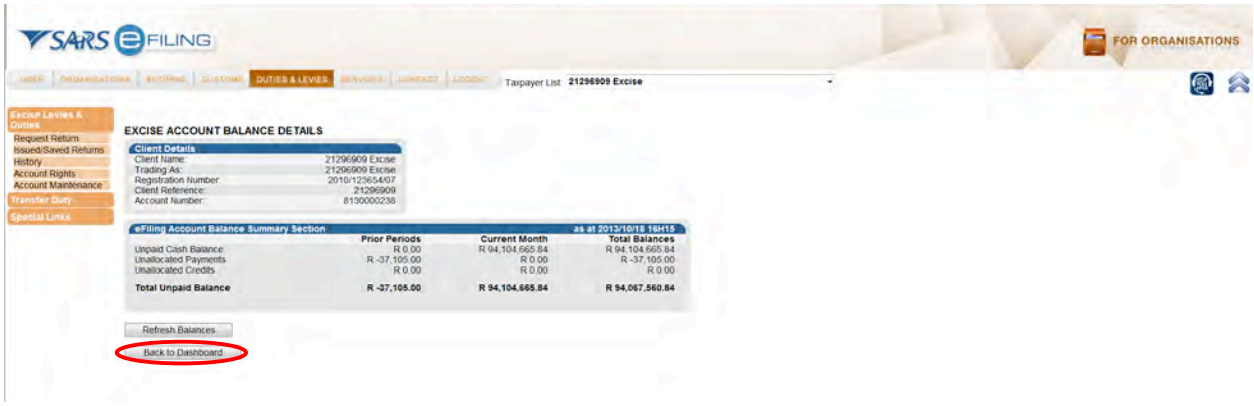

SARS eFILING
FOR ORGANISATIONS
DUTIES & LEVIES
Taxpayer List 21296909 Excise
Excise Levies & Duties
Request Return
Issued/Saved Returns
History
Account Rights
Account Maintenance
Transfer Duty
Special Links
eACCOUNT MANAGEMENT DASHBOARD
Client Details
Client Name: 21296909 Excise
Trading As: 21296909 Excise
Registration Number: 2010/123654/07
Client Reference: 21296909
Account Number: 8130000238
SARS Branch: CASH ACCOUNT
eFiling Status Information Section as at 2013/10/18
eFiling Status: Account Balances Updated
SARS Notifications: Number of letters: 0
eFiling Account Balance Summary as at 2013/10/18
Prior Periods Current Month Total Balances
Unallocated Payments R -37,105.00 R 0.00 R -37,105.00
Total Unpaid Balance R -37,105.00 R 94,104,665.84 R 94,067,560.84
Refresh Balances
View Detailed Balances
Statement of Account Issue Date Month Amount Payable/Due
ESA-Monthly 2013/10/03 October R 2,131,275.53
View All
Request interim
Recent Payments Payment Reference Number Amount Payment Status
eAccount Payment 8130000238EF0000365 R 600.84 Awaiting Authorisation
eAccount Payment 8130000238EF0000290 R 20,250.00 Awaiting Authorisation
View All
Make a Payment

e) This function will allow you to view all detailed balance information from SARS.

f) The **Excise Account Balance Details** screen will be displayed. This function will allow you to view all detailed balance information from SARS.

g) You can use this view to see a summary of accounts.

h) Select the **Back to Dashboard** button to go back to the **eAccount Management Dashboard** screen.



3.2.4 Excise Statement of Account (ESA)

a) This will allow you to view statements issued and request specific statements.

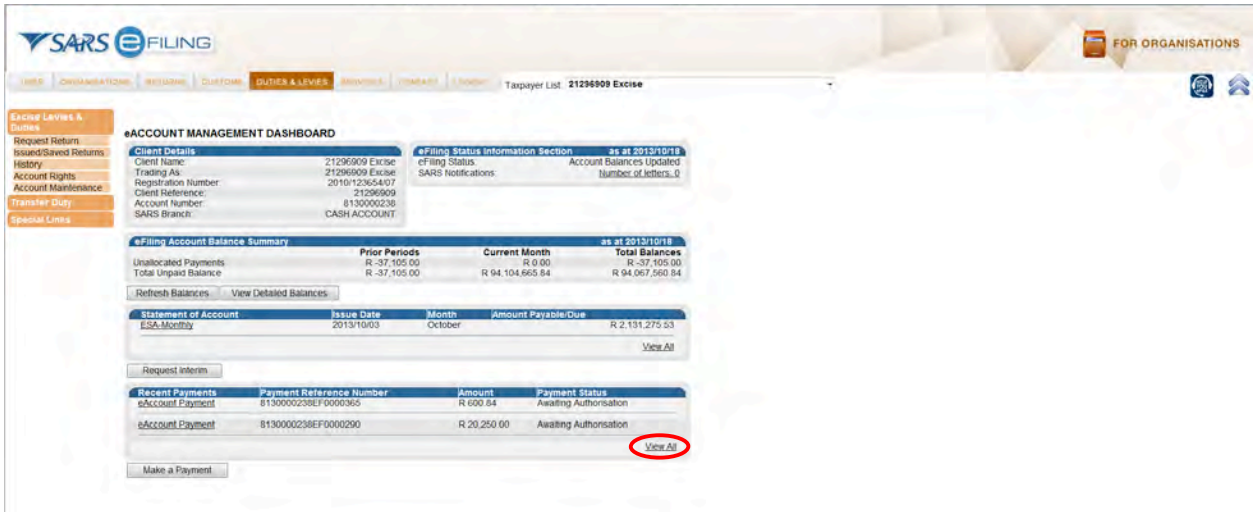
b) There are two types of statements:

i) The historic statement is a **monthly** Statement of Account issued by SARS at the end of the accounting period. Each financial account will have its own statement. Because this is a request for payment/settlement, this statement includes a PRN specific to the payable statement balance. The user may select the monthly statement and make payment. All unallocated payments have to be allocated for full payment of the Statement of Account to ensure that the full account is settled and all declarations paid.

ii) The **interim** Statement of Account, which includes all transactions subsequent to the last monthly statement, is generated only on request by the client. This statement does not have a PRN and cannot be selected for payment. Payment against transactions included in this statement must be made using the payment process in paragraph 4.3.

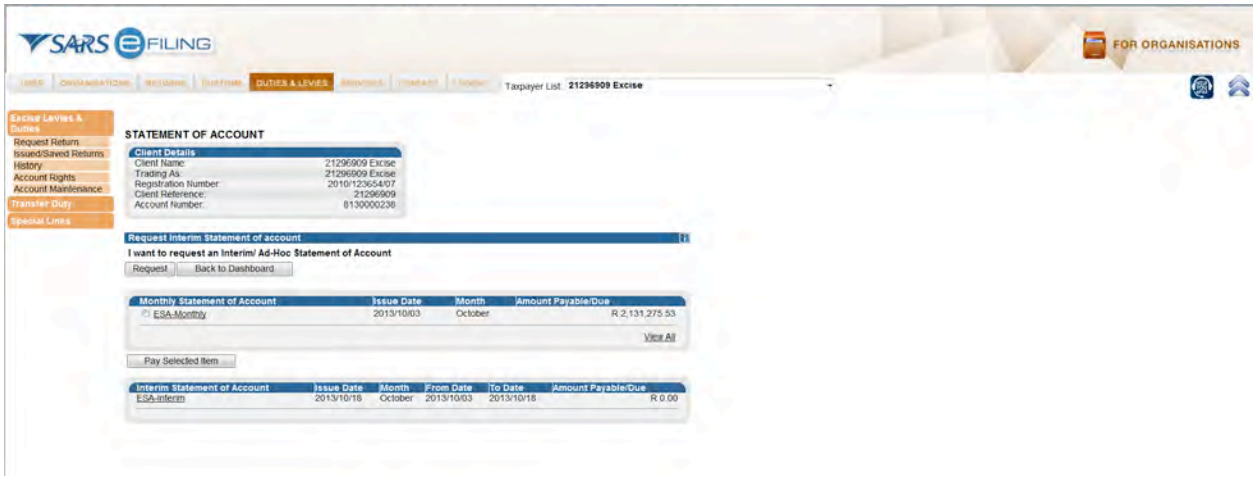
c) In order to understand the detail contained in the Statement of Account, please refer to the Customs and Excise Statement of Account (CSA/ESA) Guide on the SARS website.

d) To view a monthly Statement of Account, select the latest ESA from the Statement of Account section on the **eAccount Management Dashboard** screen, or select **View All** to select from previous ESAs.



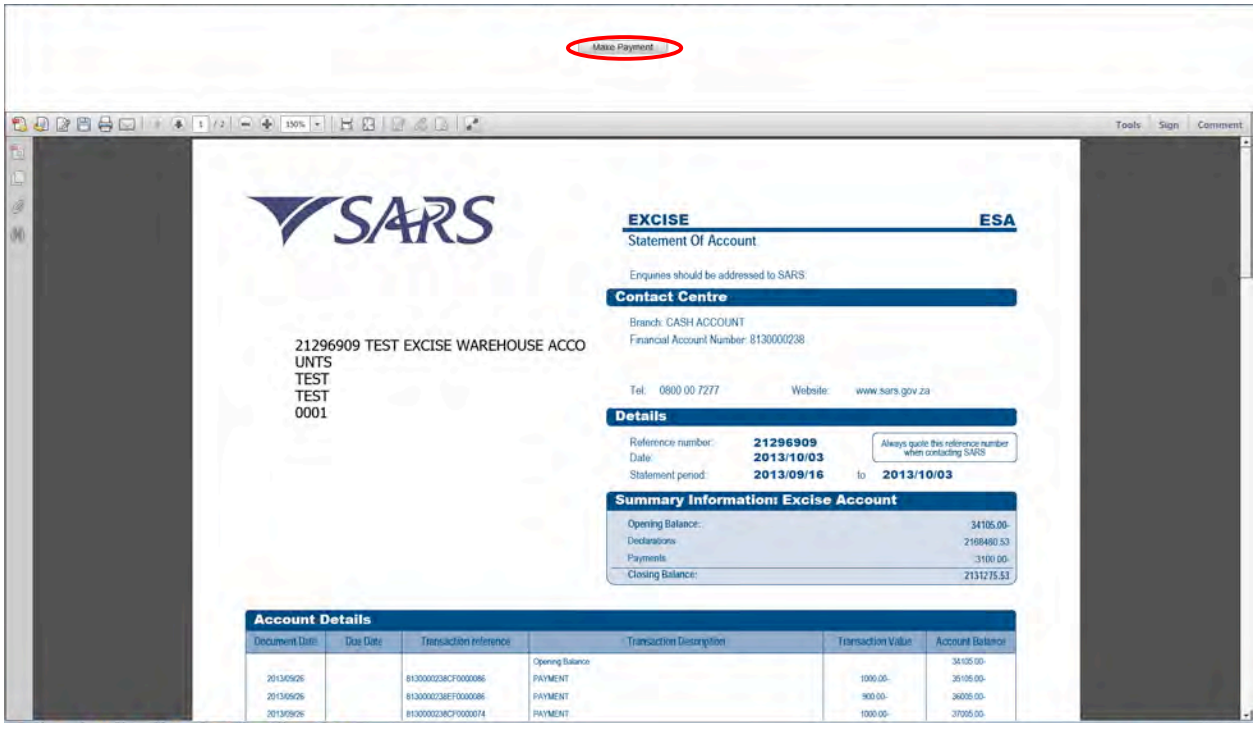
e) The latest Statement of Account issued to you will be displayed on the dashboard. Click on the Statement of Account on the dashboard in order to view the statement. In order to view all previously issued Statements of Account, click on **View All.** The **View All** hyperlink will take you to the Excise Statement of Account Home Page, where you will be able to view all ESAs sent to eFiling or request interim ESAs for the current month.

f) The Statement of Account request screen will be displayed. Interim Statements of Account can be requested or viewed on this screen and Monthly Statements of Account can be viewed or paid.

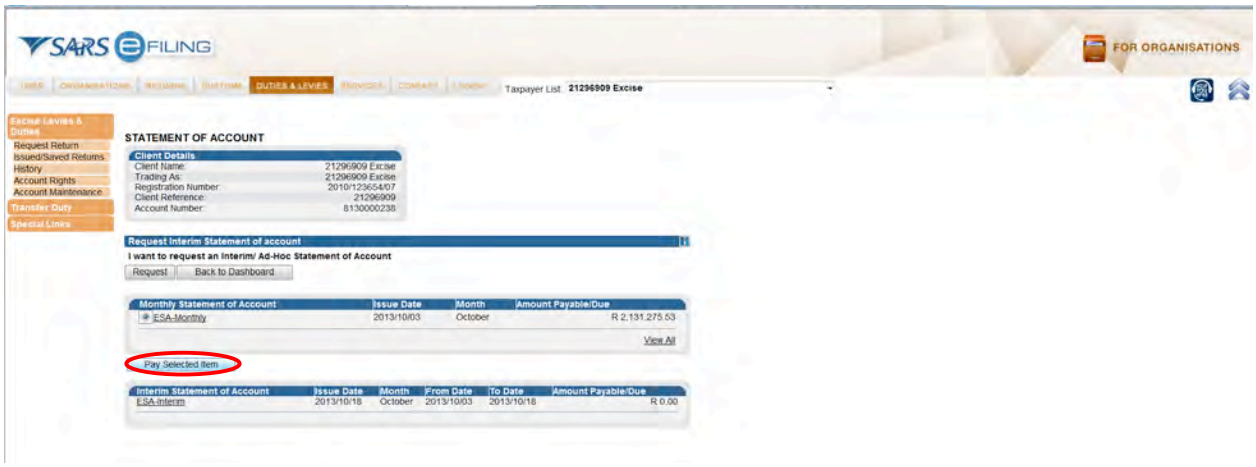


g) Only monthly Statements issued after registration on eFiling will be available on eFiling. If the Statement of Account requested relates to a period before you were registered for eFiling, the previously issued Statement of Account will only be available from an Excise office.

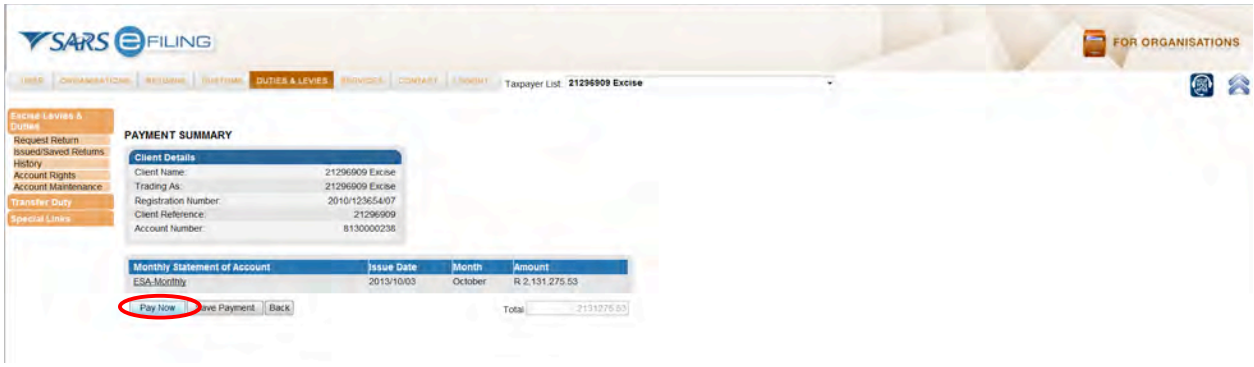
h) Select the Monthly Statement of Account for display. The Statement of Account can be paid by selecting the **Make Payment** option above ESA.



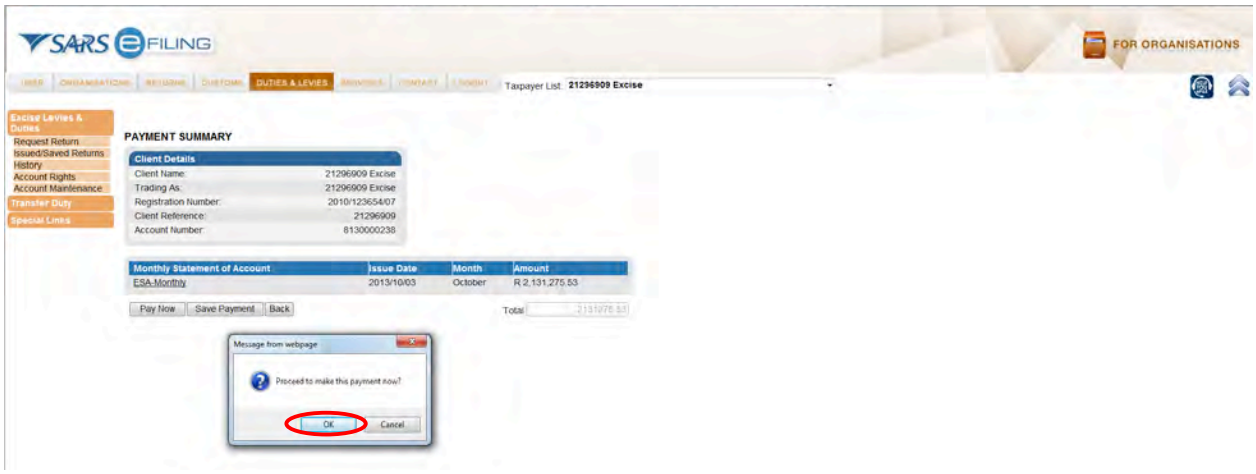
i) The monthly Statement of Account can also be paid by selecting the specific Monthly Statement of Account and clicking on **Pay Selected Item.**



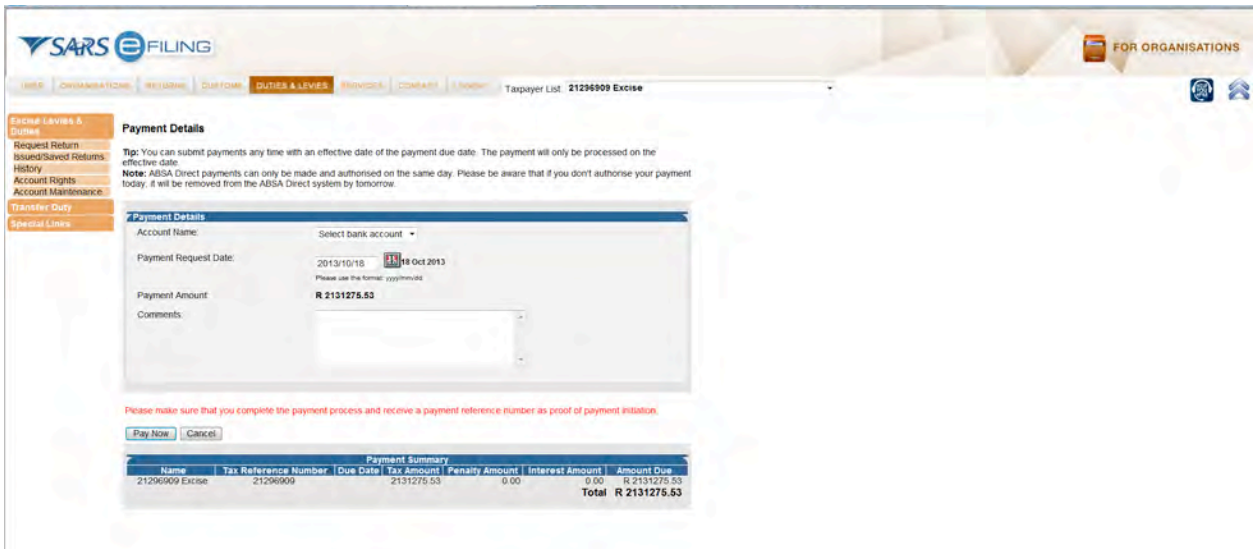
j) Click on **Pay Now**. Note that the full Statement of Account must be paid and any unallocated payments need to be allocated in order to ensure full settlement.



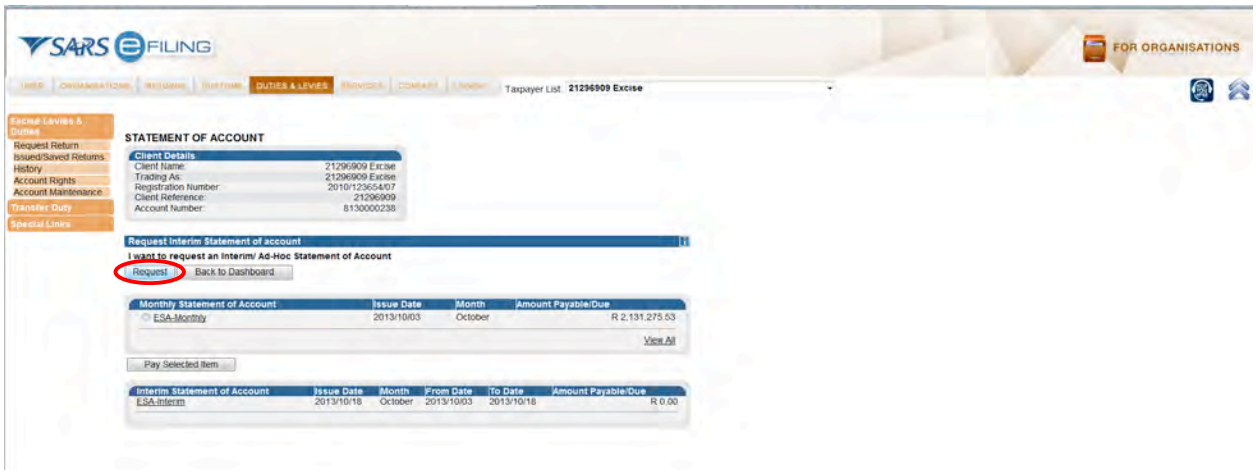
k) Confirm that payment can proceed by clicking on **OK.**



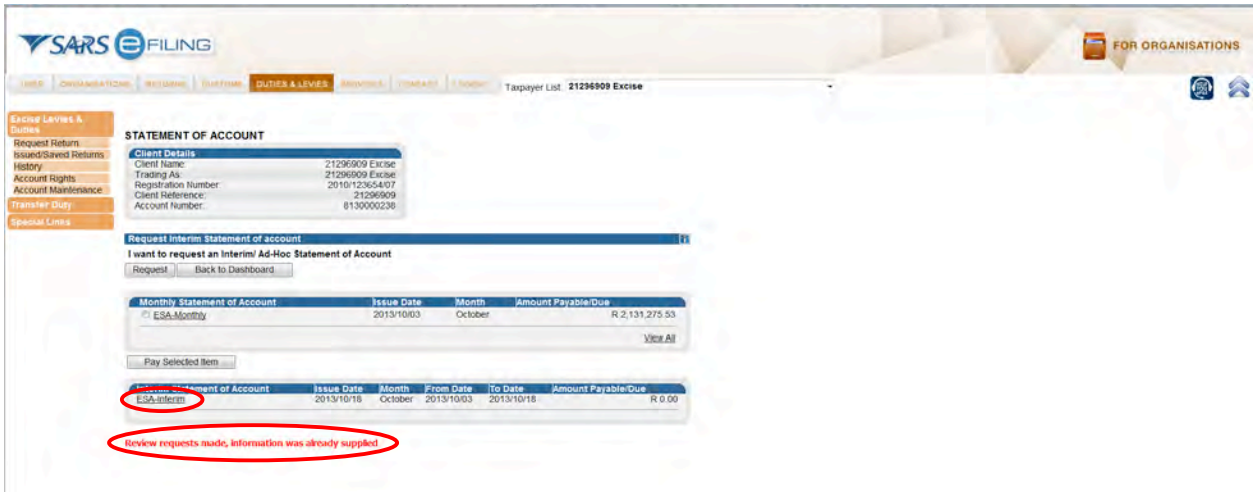
l) The standard eFiling payment process needs to be completed. Please note that the bank account selected has to be set up as a **Credit Push account** for any Excise payments to be effected and that only final approval on the banking solution constitutes the actual payment.



m) Select the **I want to request an Interim/Ad-Hoc Statement of Account** option and click on the **Request** button. The Interim Statement of Account will only be available after 24 hours.



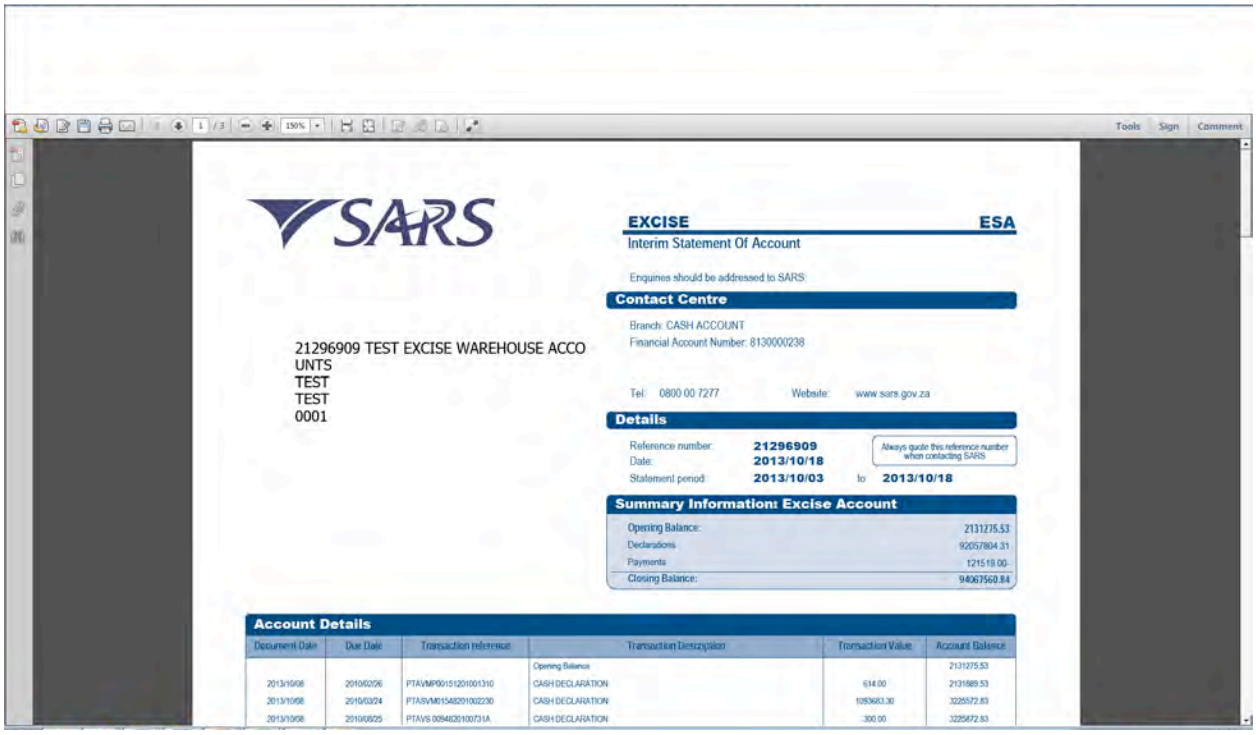
n) Should you have already requested an Interim Statement of Account and it already displays on your eAccount you will receive a message **Review requests made, information was already supplied.** For instances where you have already requested an Interim Statement of Account on a specific day and you request it again, you will receive a message **Duplicate request** and the Interim statement will still be available the next day.



o) If you have not already requested an Interim Statement of Account you will receive a message **Your request has been scheduled for processing. Your interim Statement of Account should be available against your profile within 24 hours.**

p) Click on the applicable statement to open it.

q) The Interim/Ad-Hoc Statement of Account will be displayed.



r) Please note: The ESA will only display transactions up until the date of request. Payment cannot be made on the interim statement.

3.3 Payments

3.3.1 How to pay my account

a) There are a number of different options to make payment. Once payment is made, it will result in automated allocation of payments.

b) If you have any unallocated payments or credits, this section will also give you access to the 'Account Maintenance' option where the allocation of unallocated payments can be made.

c) Excise payments can only be made if the selected bank account linked to eFiling is set up for a 'Credit Push' payment. This means you need to approve every payment made on eFiling on your bank's

online service. Any payment made via eFiling is only finalised at the point of approval by the bank and allocation to the declarations paid will follow thereafter.

d) The selection options for payment and account maintenance are the same in order to identify the declarations and grouping of declarations, but a monthly Statement of Account can only be paid in full and any unallocated payment must be allocated in order for related declarations to be paid.

e) The selection options are as follows:

i) Individual declarations under **'I would like to make a payment by'**:
   A) **Declaration reference:** Request a specific declaration reference (ERN) and only pay or perform account maintenance on this declaration. Only the specific ERN will be displayed if unpaid or a part thereof that is unpaid.
   B) **Due Date:** Request a list of declarations by due date. This option will return a list of all declarations and the trader may select specific declarations from the list for payment or to perform account maintenance. As above, only the ERN's will be displayed if unpaid or a part thereof that is unpaid.

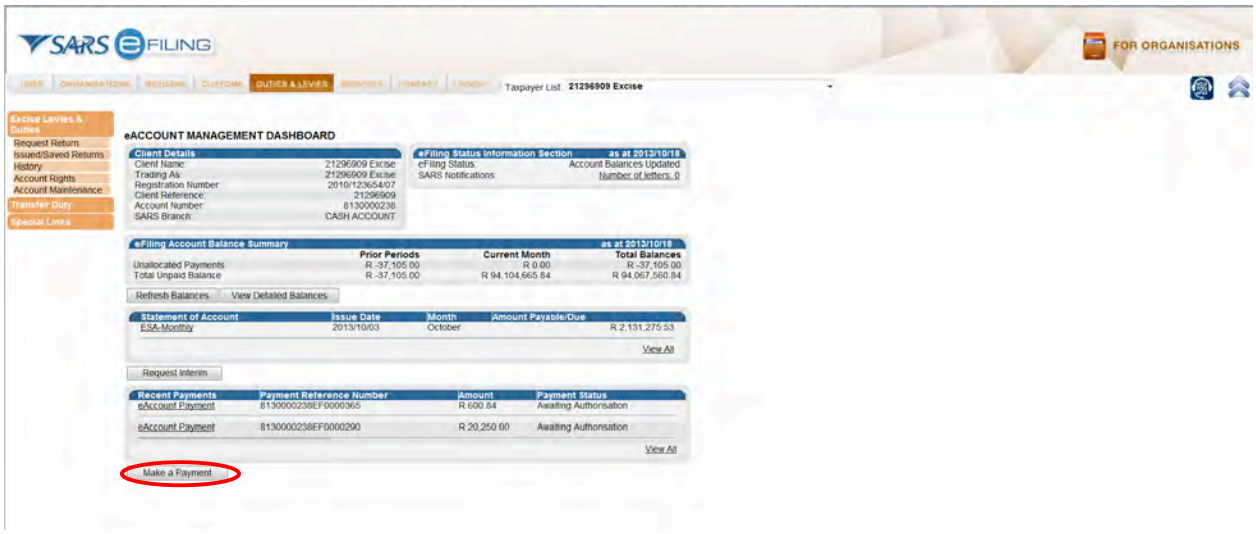
ii) Transaction grouping selection options:
   A) **'I would like to make a Cash Top up payment':** This option will use the 'Unpaid Cash Balance' as an indication of the total value which can be paid or against which account maintenance will be performed. Excise declarations payable are grouped within the Cash Top up balance.
   B) The allocation of the payment or unallocated payment for this option will be allocated to any unpaid declaration on account and should only be used if you do not specify which declaration needs to be paid.
   C) If any Top-up grouping option is selected, the amount displayed as the payable value can be edited on the next screen if payment needs to be made. However, in the event of account maintenance, the allocation will be done against the full value. It will be done from the oldest unpaid declaration to the most recent and no editing is available.

iii) When making payment, or allocating a credit, please note the following rules:
   A) Each PRN is linked to a specific declaration or grouping of declarations. The first ten (10) digits of the PRN represent your financial account number.
   B) Any excess payment that remains after clearing all declarations that relate to the PRN will remain on the account as an unallocated credit.
   C) Where there is an underpayment, the payment will first allocate to all cash declarations that are linked to the PRN. The payment will allocate to the oldest unpaid declaration first. Remaining declarations will remain on the account as unpaid.
   D) If a 'Top-up' payment is selected, payment will be allocated to the oldest transaction in the group.
   E) When paying a 'Top-up', the client may edit the payment value..

f) The standard eFiling payment process is used after selecting the transaction or grouping for payment; therefore multiple declarations can be selected as single payments. These payments are all saved to the list of items which will be paid and a final single payment instruction for all items can be made. The final payment is only effected **after approval on the bank's online solution.**

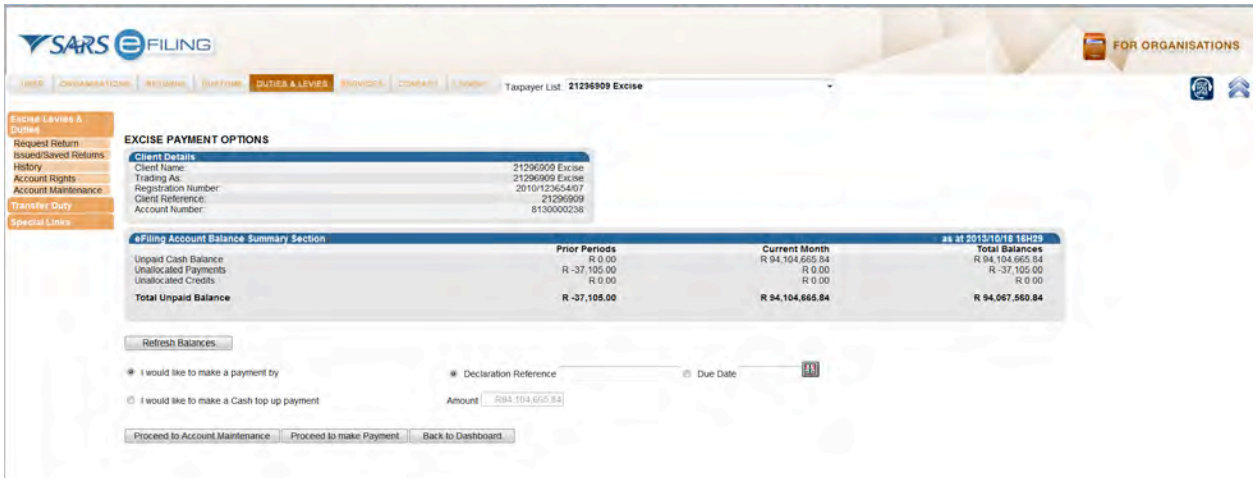
g) All recent payments and their applicable status will reflect on the dashboard.

h) Click on the **Make a Payment** button on the **eAccount Management Dashboard** screen under 'Recent Payments'.


SARS eFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
Excise Levies & Duties
Request Return
Issued/Saved Returns
History
Account Rights
Account Maintenance
Transfer Duty
Special Links
eACCOUNT MANAGEMENT DASHBOARD
Client Details
Client Name: 21296909 Excise
Trading As: 21296909 Excise
Registration Number: 2010/123654/07
Client Reference: 21296909
Account Number: 8130000238
SARS Branch: CASH ACCOUNT
eFiling Status Information Section as at 2013/10/18
eFiling Status: Account Balances Updated
SARS Notifications: Number of letters: 0
eFiling Account Balance Summary as at 2013/10/18
Prior Periods Current Month Total Balances
Unallocated Payments R -37,105.00 R 0.00 R -37,105.00
Total Unpaid Balance R -37,105.00 R 94,104,665.84 R 94,067,560.84
Refresh Balances
View Detailed Balances
Statement of Account Issue Date Month Amount Payable/Due
ESA-Monthly 2013/10/03 October R 2,131,275.53
View All
Request Interim
Recent Payments Payment Reference Number Amount Payment Status
eAccount Payment 8130000238EF0000365 R 600.84 Awaiting Authorisation
eAccount Payment 8130000238EF0000290 R 20,250.00 Awaiting Authorisation
View All
Make a Payment

i) You can also make payment on the monthly Statement of Account, by clicking on the **Pay Selected Item** button on the respective functionality screens.

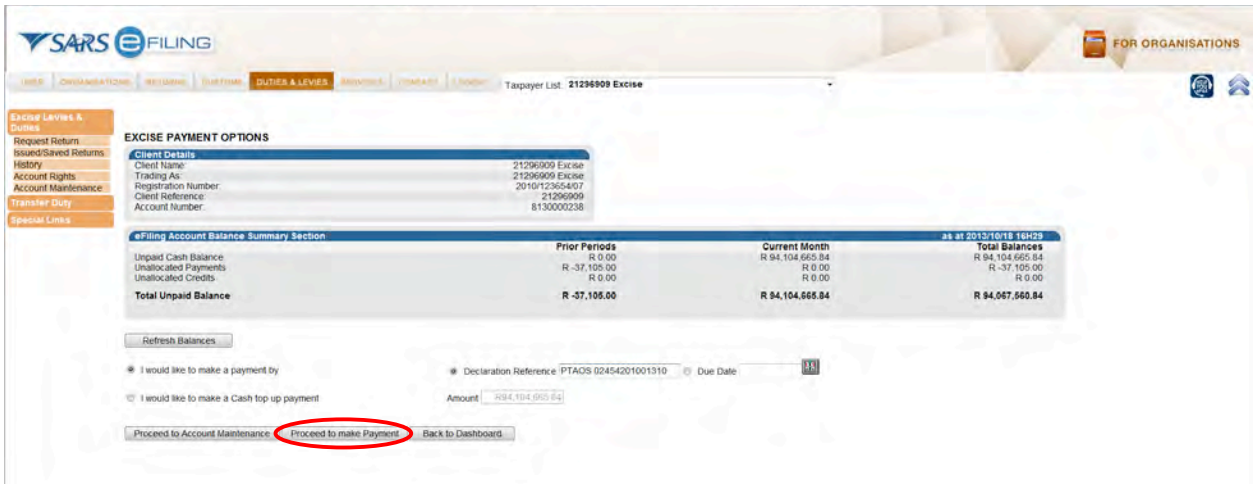
j) The **Excise Payment Options** screen is now displayed.


SARS eFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
Excise Levies & Duties
Request Return
Issued/Saved Returns
History
Account Rights
Account Maintenance
Transfer Duty
Special Links
EXCISE PAYMENT OPTIONS
Client Details
Client Name: 21296909 Excise
Trading As: 21296909 Excise
Registration Number: 2010/123654/07
Client Reference: 21296909
Account Number: 8130000238
eFiling Account Balance Summary Section as at 2013/10/18 16:09
Prior Periods Current Month Total Balances
Unpaid Cash Balance R 0.00 R 94,104,665.84 R 94,104,665.84
Unallocated Payments R -37,105.00 R 0.00 R -37,105.00
Unallocated Credits R 0.00 R 0.00 R 0.00
Total Unpaid Balance R -37,105.00 R 94,104,665.84 R 94,067,560.84
Refresh Balances
I would like to make a payment by
Declaration Reference
Due Date
I would like to make a Cash top up payment
Amount
Proceed to Account Maintenance
Proceed to make Payment
Back to Dashboard

k) You have the option to choose different types of payments and then select the **Proceed to Account Maintenance** or **Proceed to Make Payment** or **Back to Dashboard** button at the bottom of the page.

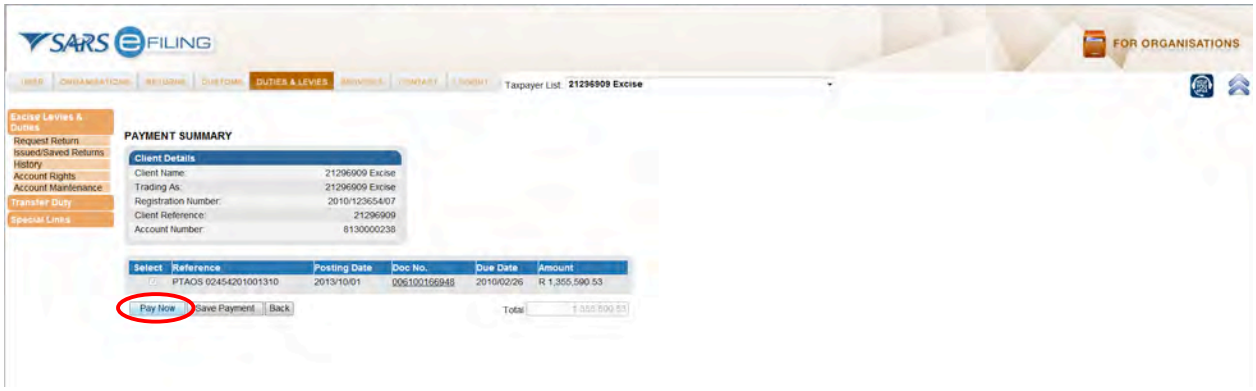
3.3.2 Payment by declaration reference

a) If you make a payment for a single ERN by declaration reference, type in the ERN number and select **Proceed to make Payment.**



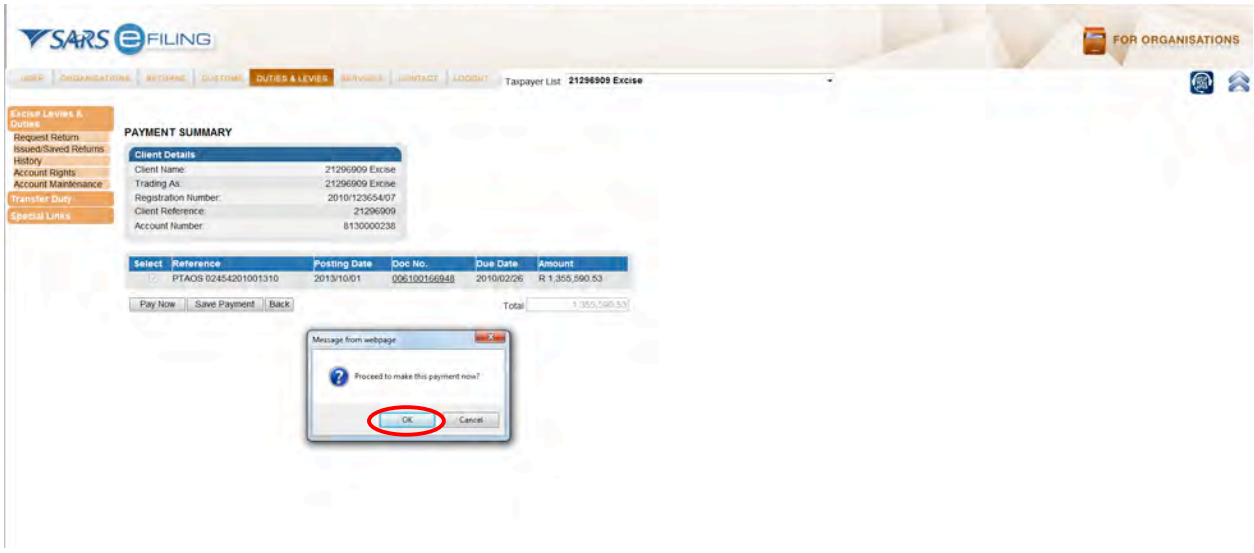
b) If a payment is made by declaration reference, the ERN number can be obtained from the declaration.

c) Select an amount and click on the **Pay Now** button.

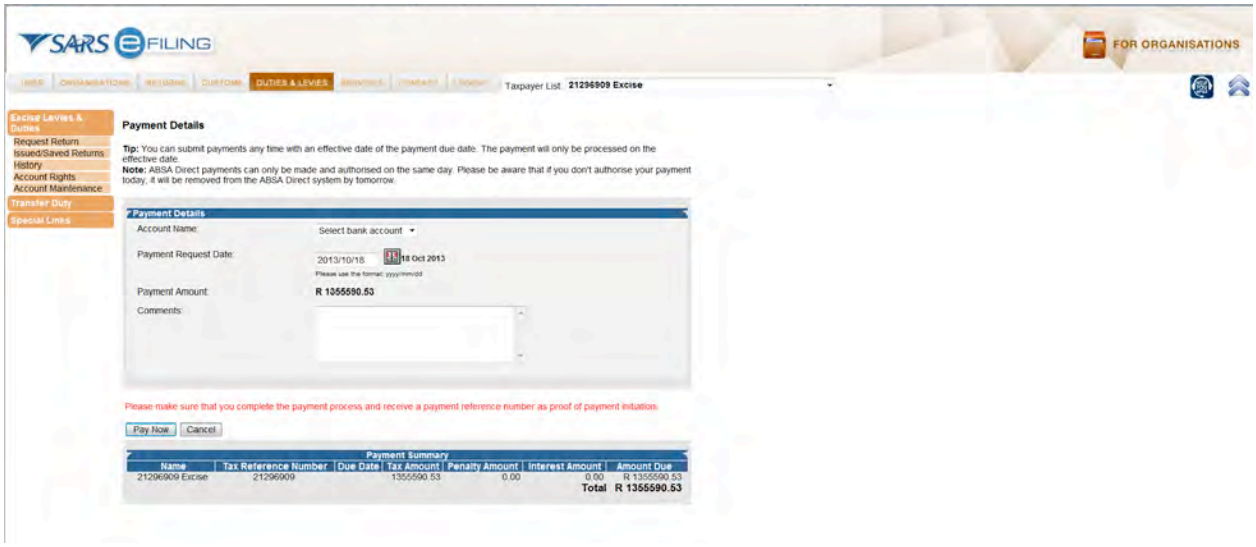


d) You cannot edit the value for declarations and the full declaration will be paid (See Payment by Due date below if the declaration has different due dates, and only a part of the declaration which is due must be paid). You can save payments by clicking on the **Save Payment** button, if payment will only be done later. A message will be displayed to show that the payment has been saved.

e) Click on the **OK** button to proceed with payment.

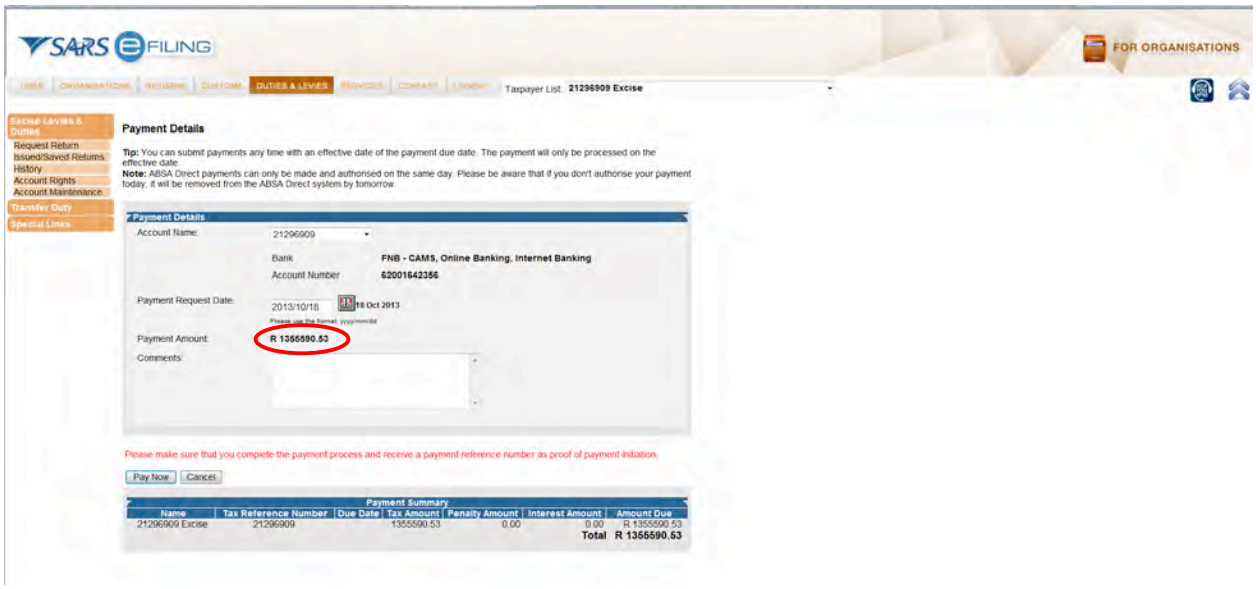


f) The **Payment Details** screen will be displayed and the standard eFiling payment process can then be followed.

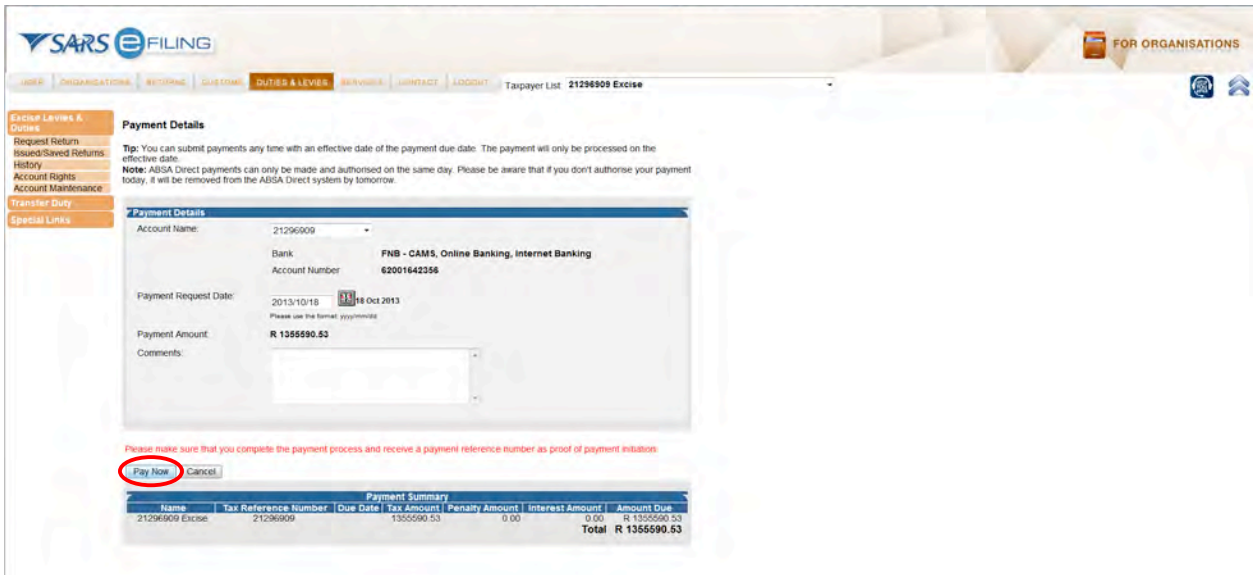

SARS eFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
Payment Details
Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.
Note: ABSA Direct payments can only be made and authorised on the same day. Please be aware that if you don't authorise your payment today, it will be removed from the ABSA Direct system by tomorrow.
Account Name:
Select bank account
Payment Request Date:
2013/10/18
18 Oct 2013
Payment Amount:
R 1355590.53
Comments:
Please make sure that you complete the payment process and receive a payment reference number as proof of payment initiation.
Pay Now
Cancel
Payment Summary
Name
Tax Reference Number
Due Date
Tax Amount
Penalty Amount
Interest Amount
Amount Due
21296909 Excise
21296909
1355590.53
0.00
0.00
R 1355590.53
Total R 1355590.53

g) The bank details should be set up when registering on eFiling. Remember that only credit push payments will be allowed for payment of Excise declarations and a reminder message is displayed in red.

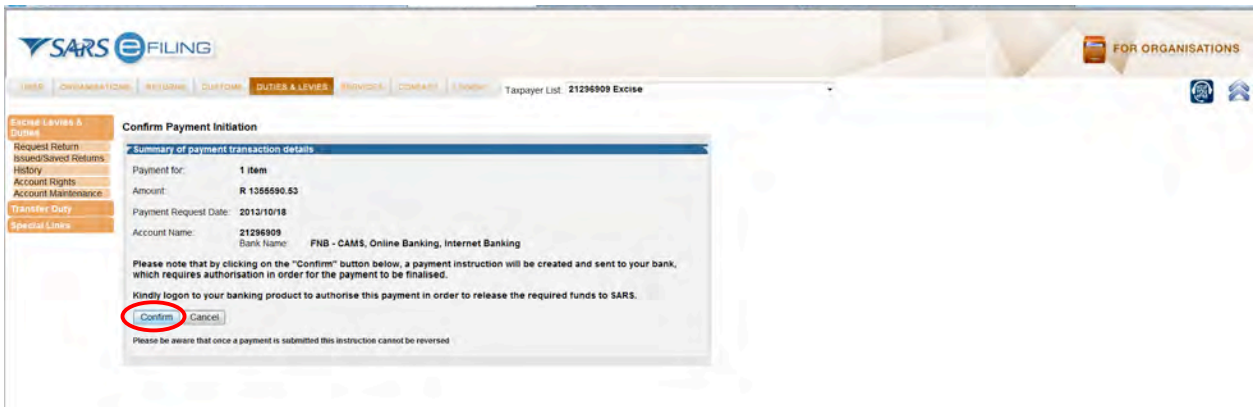
h) In the **Payment Details** section, select the bank account that was set up as a credit push payment type.


SARS eFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
Payment Details
Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.
Note: ABSA Direct payments can only be made and authorised on the same day. Please be aware that if you don't authorise your payment today, it will be removed from the ABSA Direct system by tomorrow.
Account Name:
21296909
Bank
FNB - CAMS, Online Banking, Internet Banking
Account Number
62001642356
Payment Request Date:
2013/10/18
18 Oct 2013
Payment Amount:
R 1355590.53
Comments:
Please make sure that you complete the payment process and receive a payment reference number as proof of payment initiation.
Pay Now
Cancel
Payment Summary
Name
Tax Reference Number
Due Date
Tax Amount
Penalty Amount
Interest Amount
Amount Due
21296909 Excise
21296909
1355590.53
0.00
0.00
R 1355590.53
Total R 1355590.53

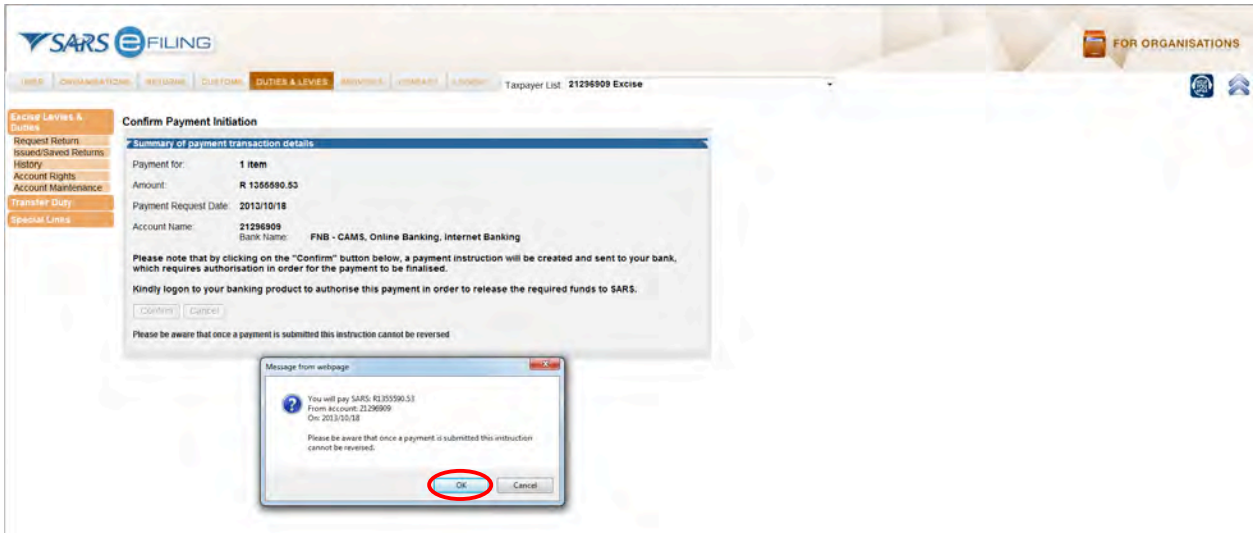
i) Click on the **Pay Now** button.


SARS eFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
Payment Details
Tip: You can submit payments any time with an effective date of the payment due date. The payment will only be processed on the effective date.
Note: ABSA Direct payments can only be made and authorised on the same day. Please be aware that if you don't authorise your payment today, it will be removed from the ABSA Direct system by tomorrow.
Payment Details
Account Name: 21296909
Bank FNB - CAMS, Online Banking, Internet Banking
Account Number 62001642356
Payment Request Date: 2013/10/18
Payment Amount: R 1355590.53
Comments:
Please make sure that you complete the payment process and receive a payment reference number as proof of payment initiation
Pay Now
Cancel
Payment Summary
Name
Tax Reference Number
Due Date
Tax Amount
Penalty Amount
Interest Amount
Amount Due
21296909 Excise
21296909
1355590.53
0.00
0.00
R 1355590.53
Total R 1355590.53

j) Confirm payment initiation by clicking on the **Confirm** button.

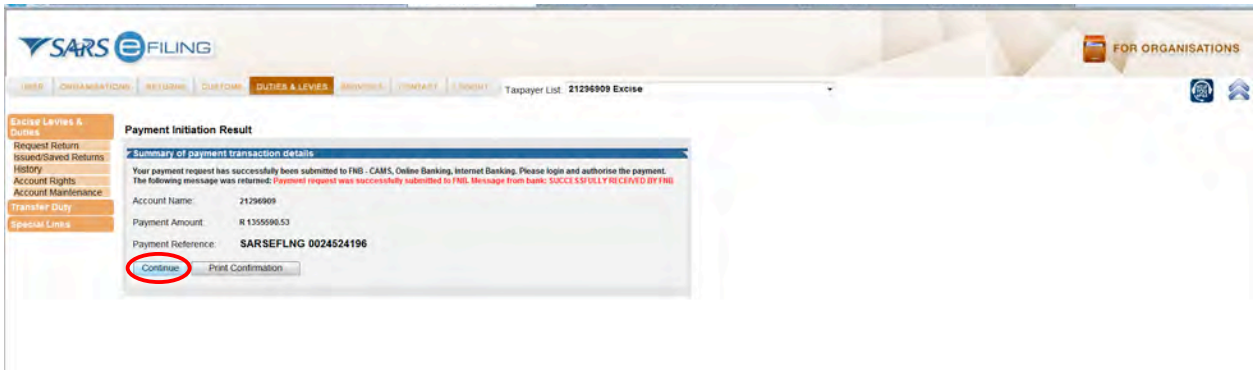

SARS eFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
Confirm Payment Initiation
Summary of payment transaction details
Payment for: 1 item
Amount: R 1355590.53
Payment Request Date: 2013/10/18
Account Name: 21296909
Bank Name: FNB - CAMS, Online Banking, Internet Banking
Please note that by clicking on the "Confirm" button below, a payment instruction will be created and sent to your bank, which requires authorisation in order for the payment to be finalised.
Kindly logon to your banking product to authorise this payment in order to release the required funds to SARS.
Confirm
Cancel
Please be aware that once a payment is submitted this instruction cannot be reversed

k) Click on the **OK** button.


SARS eFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
Confirm Payment Initiation
Summary of payment transaction details
Payment for: 1 item
Amount: R 1355590.53
Payment Request Date: 2013/10/18
Account Name: 21296909
Bank Name: FNB - CAMS, Online Banking, Internet Banking
Please note that by clicking on the "Confirm" button below, a payment instruction will be created and sent to your bank, which requires authorisation in order for the payment to be finalised.
Kindly logon to your banking product to authorise this payment in order to release the required funds to SARS.
Please be aware that once a payment is submitted this instruction cannot be reversed
Message from webpage
You will pay SARS: R1355590.53
From account: 21296909
On: 2013/10/18
Please be aware that once a payment is submitted this instruction cannot be reversed.
OK
Cancel

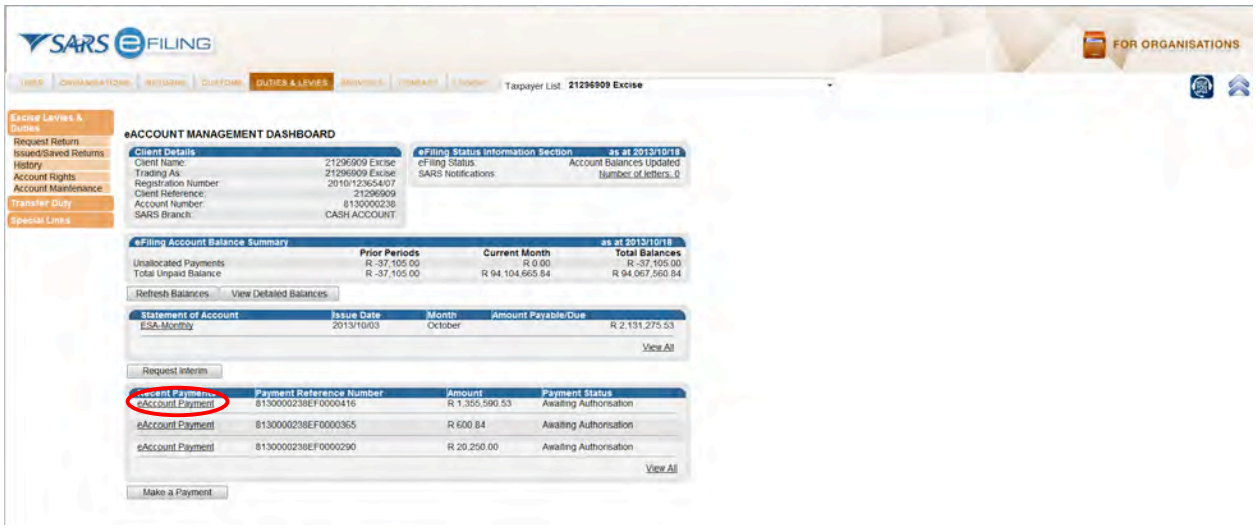
l) Payment transactions that are initiated on the eFiling site are sent electronically to the bank as a payment request. Only after the user has logged into the banking product and authorised the payment request, is the payment actually made to SARS. Credit Push transactions are assumed to be irrevocable.

m) On the **Payment Initiation Results** screen, click on the **Continue** button.



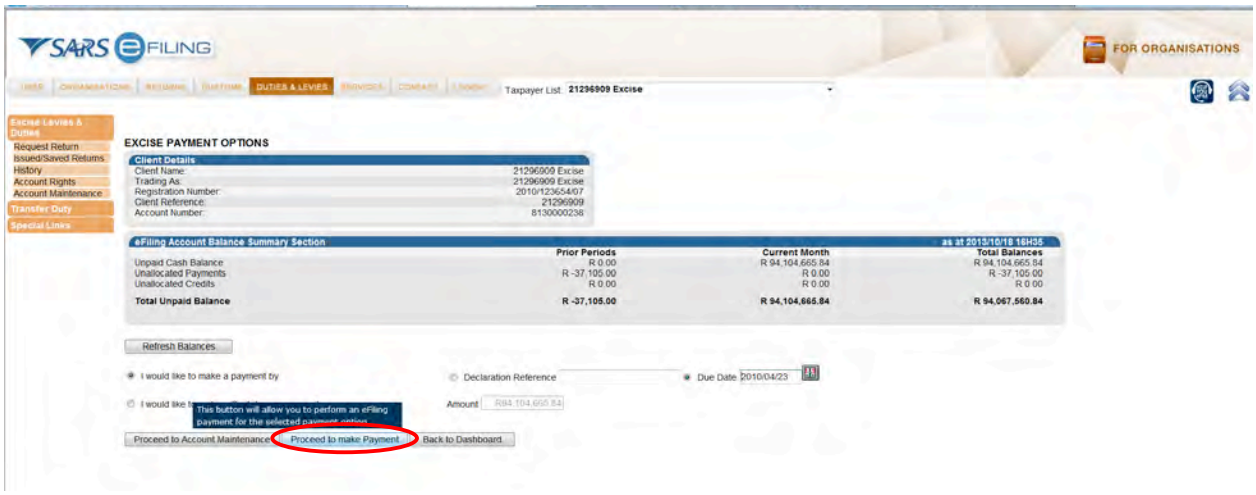
n) To view, click on **eAccount Payments.**

o) On the **eAccount Management Dashboard** screen under the **Recent Payments** section, the payments made will be displayed.

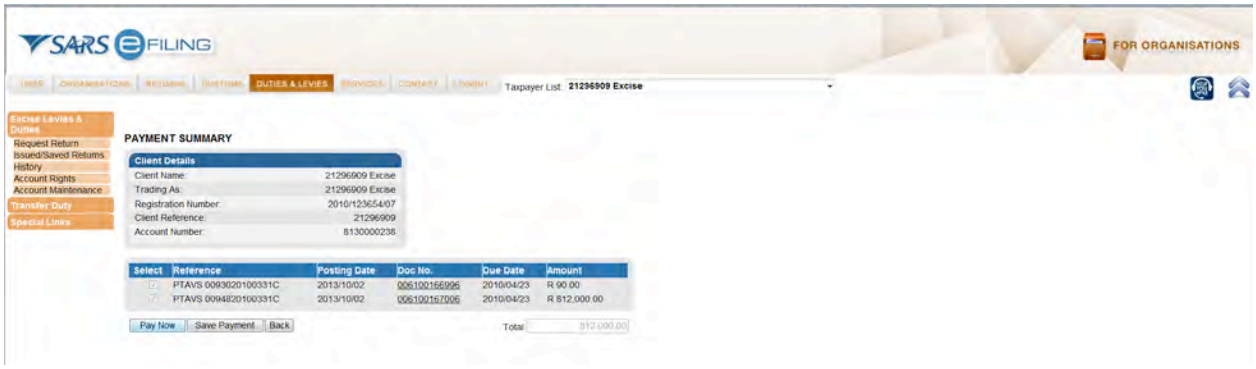


3.3.3 Payment by due date

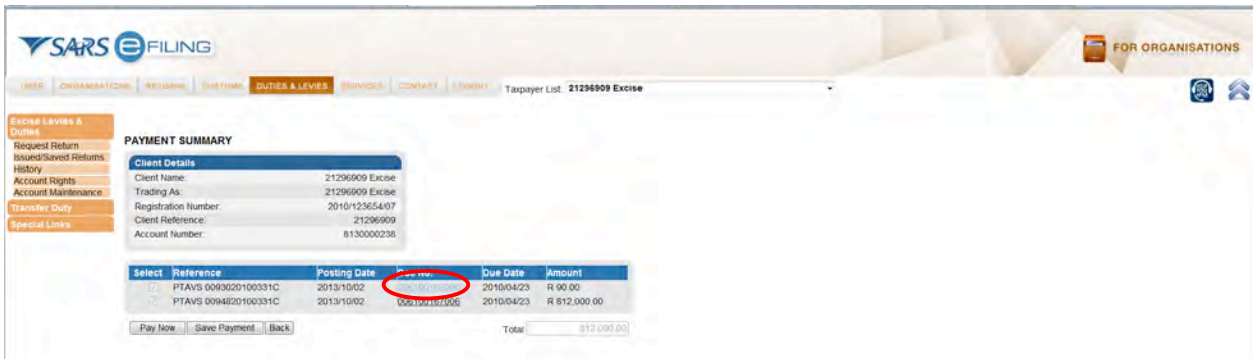
a) If you want to make a payment by a due date, select and enter the **Due Date** and click on **Proceed to Make Payment.** This option will be used where a single declaration has multiple payment due dates and a payment must be made per due date.



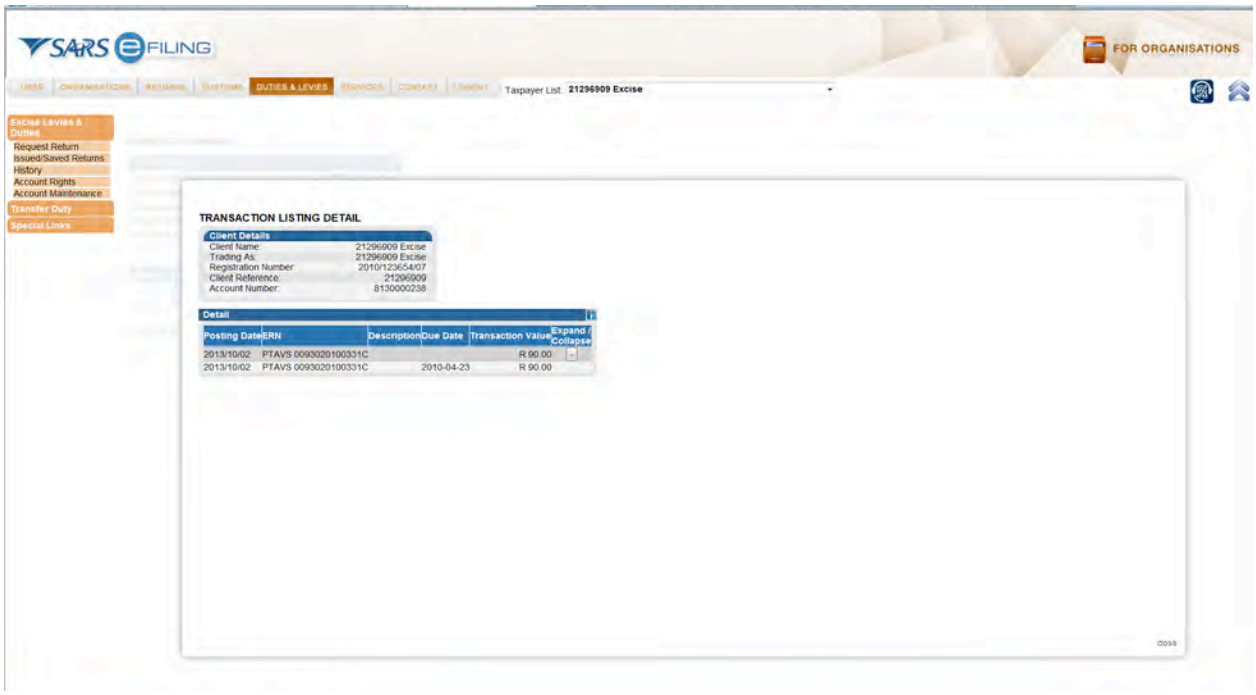
b) The **Payment Summary** screen will be displayed with all unpaid declarations due on the requested date.



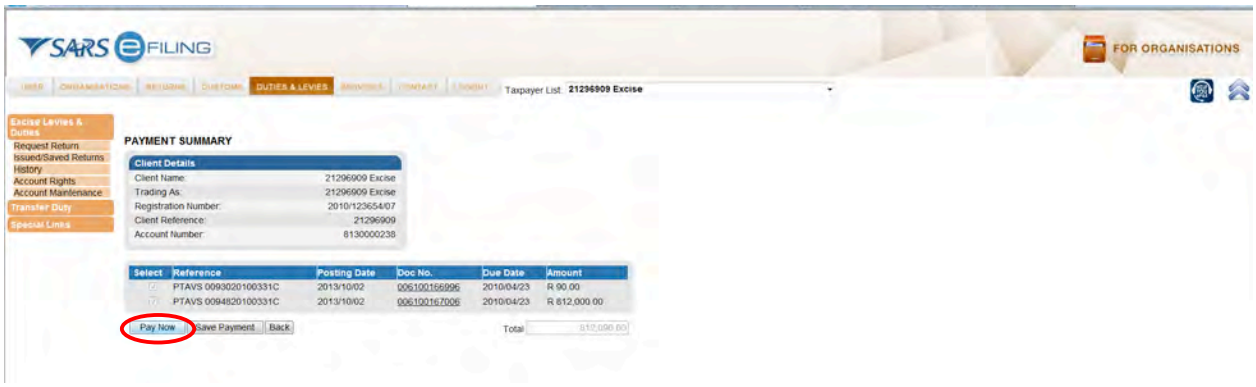
c) To view the details of a specific declaration, click on the **Doc No**.



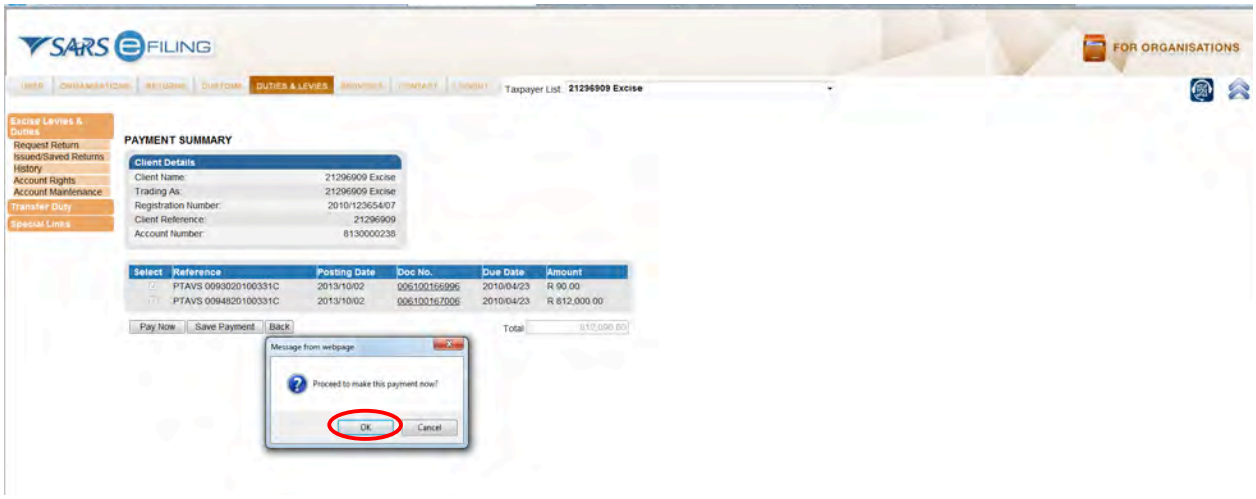
d) The Excise Transaction Listing Detail screen displays the details of any declaration selected.



e) Select the specific declarations for payment and click on the **Pay Now** button.



f) Click on the **OK** button to proceed with payment.

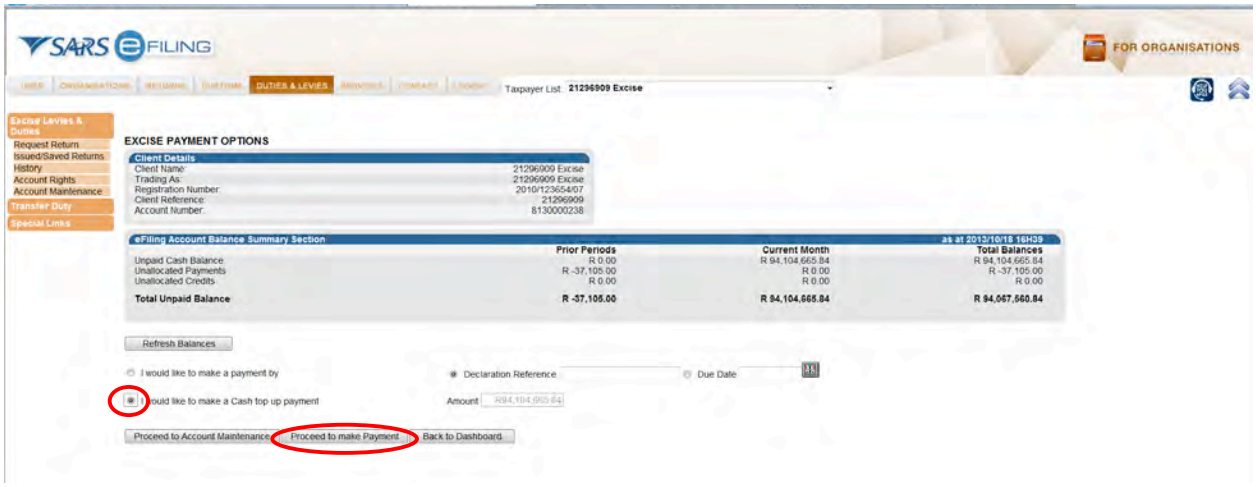


g) The standard eFiling payment process can then be followed.

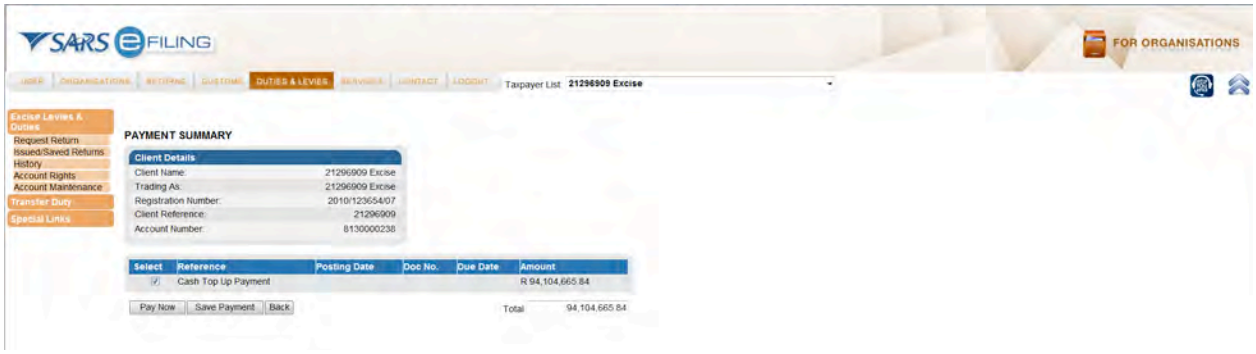
3.3.4 Top-up payment options

a) If you would like to make a top-up payment in order to make a payment towards the oldest unpaid declaration, you should make a Cash top up payment, select the **I would like to make a Cash top up payment** option and select the **Proceed to make Payment** button.

b) The amount is pre-populated with the total unpaid balance for the specific selection. This total value is only to help you to understand the maximum value that can be paid. If no amount is unpaid, no top-up payment can be performed for the selection.

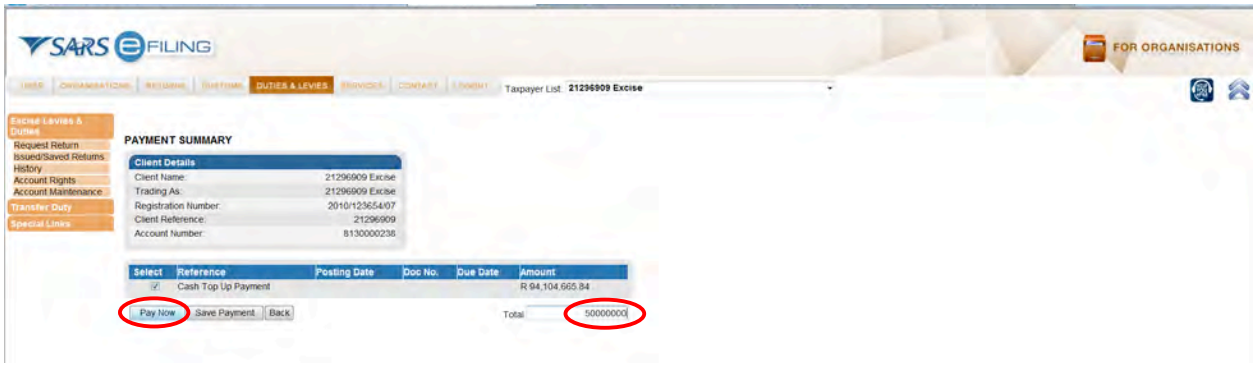

SARS eFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
EXCISE PAYMENT OPTIONS
Client Details
Client Name: 21296909 Excise
Trading As: 21296909 Excise
Registration Number: 2010/123654/07
Client Reference: 21296909
Account Number: 8130000238
eFiling Account Balance Summary Section
Prior Periods
Current Month
Total Balances
Unpaid Cash Balance R 0.00 R 94,104,665.84 R 94,104,665.84
Unallocated Payments R -37,105.00 R 0.00 R -37,105.00
Unallocated Credits R 0.00 R 0.00 R 0.00
Total Unpaid Balance R -37,105.00 R 94,104,665.84 R 94,067,560.84
Refresh Balances
I would like to make a payment by
Declaration Reference
Due Date
I would like to make a Cash top up payment
Amount
Proceed to Account Maintenance
Proceed to make Payment
Back to Dashboard

c) The Payment Summary screen will now be displayed.



d) The total amount that will actually be paid can be changed to the value that you want to pay towards the top-up option. You can then continue to the next screen or click on the **Pay Now** button.

e) Change the amount if applicable and click on the **Pay Now** button.



f) The standard eFiling payment process will then be followed as explained above.

3.4 Account Maintenance

a) Clients will use this functionality to resolve unallocated payments or credits that are highlighted in the 'Balance Summary' section of the dashboard.

b) As part of the payment function from the dashboard, the client can allocate unallocated payments and credits to specific declarations or against the Cash top-up option.

c) The selection options to identify declarations or the Cash top-up option are the same as for when payments are made. Please refer to the explanation of the options under the 'Payments' section.

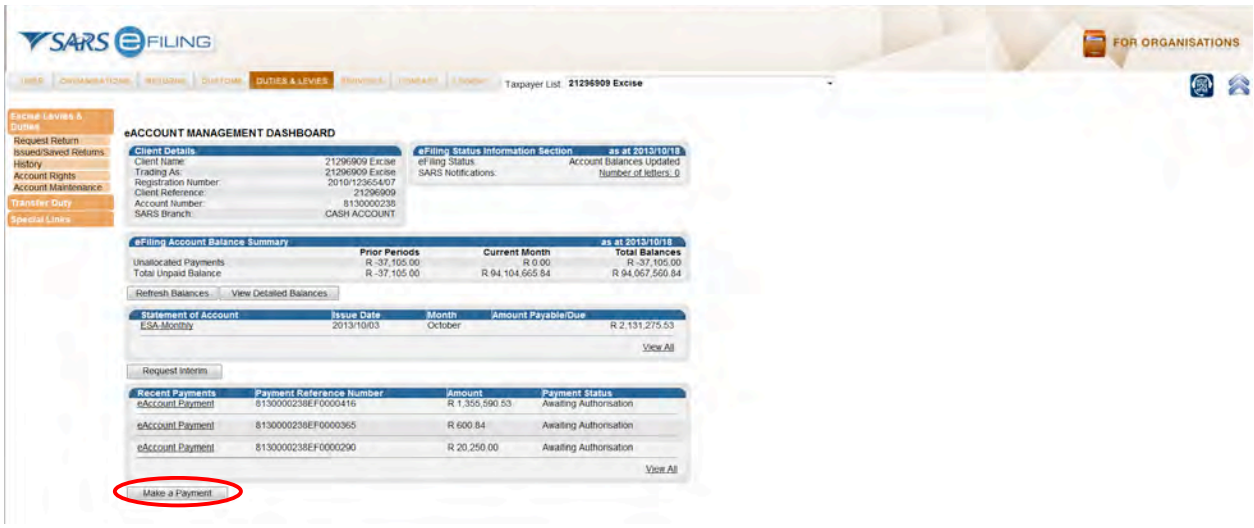
d) The client cannot undo allocations and therefore needs to make sure that selections and allocations are done accurately. Similarly, the selected unallocated payment has to be carefully selected in order to ensure that the payment date precedes the due date of the declarations selected to reduce any possible penalties or interest.

e) The 'Account Maintenance' screen will display the requested declaration/s or top-up option under the 'Uncleared Bills' section and the available unallocated payments and credits will display under the 'Unallocated Payments' section.

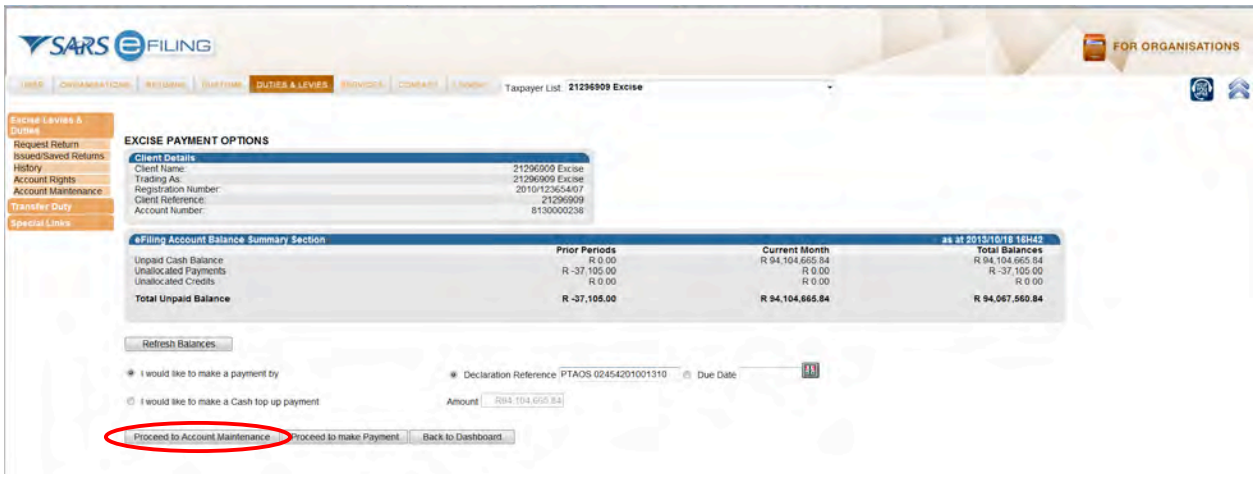
f) An allocation can only be performed by selecting a single unallocated payment at a time, but multiple unpaid declarations may be selected under the Uncleared Bills. If the trader decides that no allocation should be made and the Uncleared Bills should rather be paid, select **NONE SELECTED** under 'Unallocated Payments' and the 'Make Payment' option will appear.

g) On selection, the items will move to the **Assigned** section. Thereafter, an allocation or payment can be made.

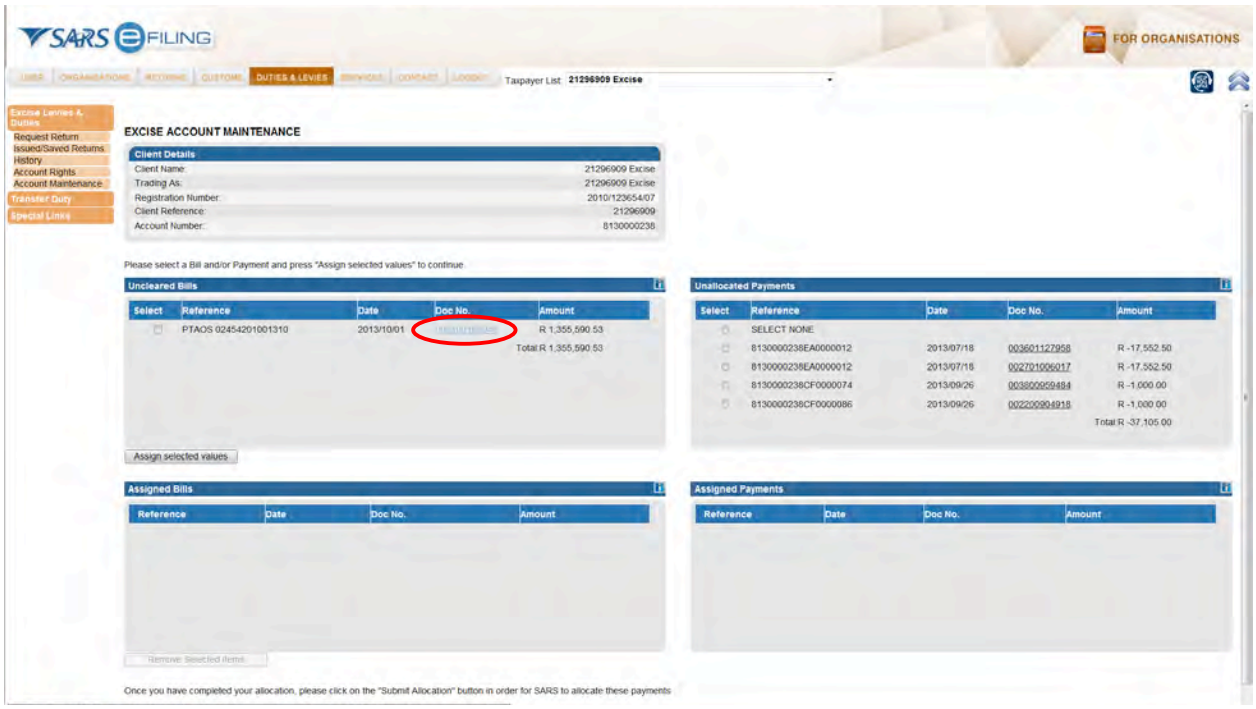
h) Select the **Make a Payment** button in order to gain access to the **Account Maintenance** option.



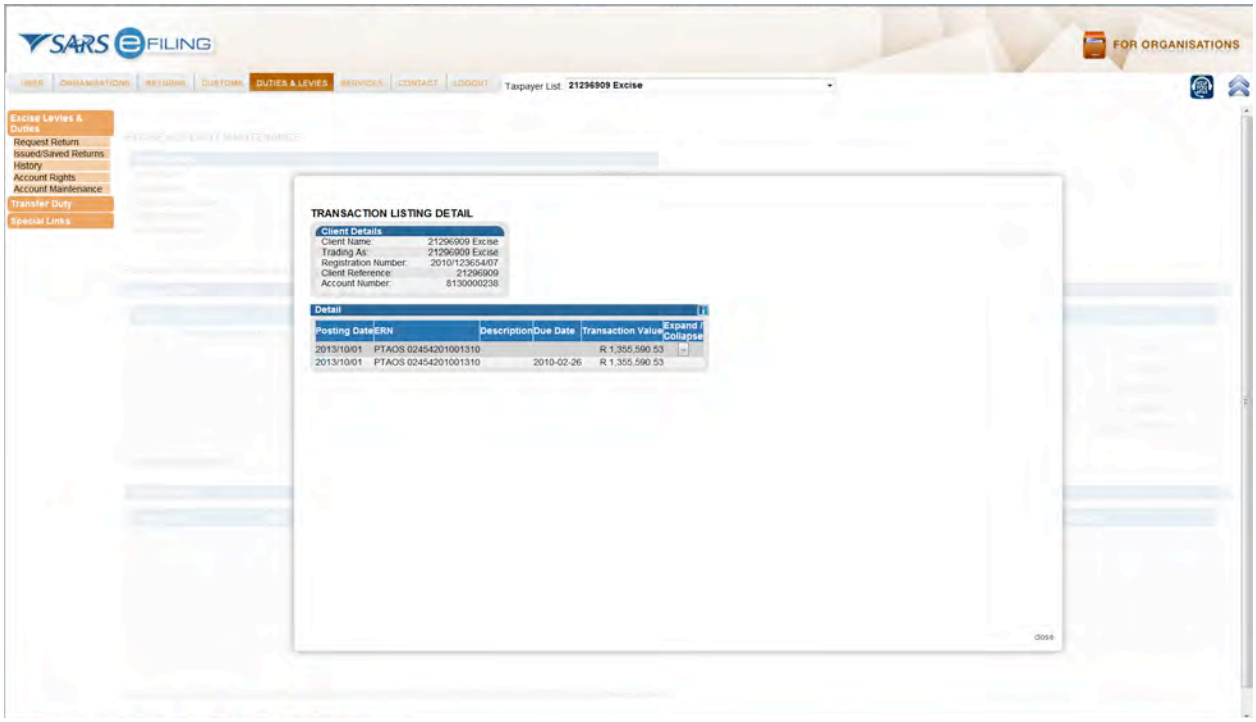
i) If you want to allocate a payment to specific declarations, capture the ERN or the Due date and click on the **Proceed to Account Maintenance** button. (Only the selection for an ERN is explained here as selection by Due date will be similar.)



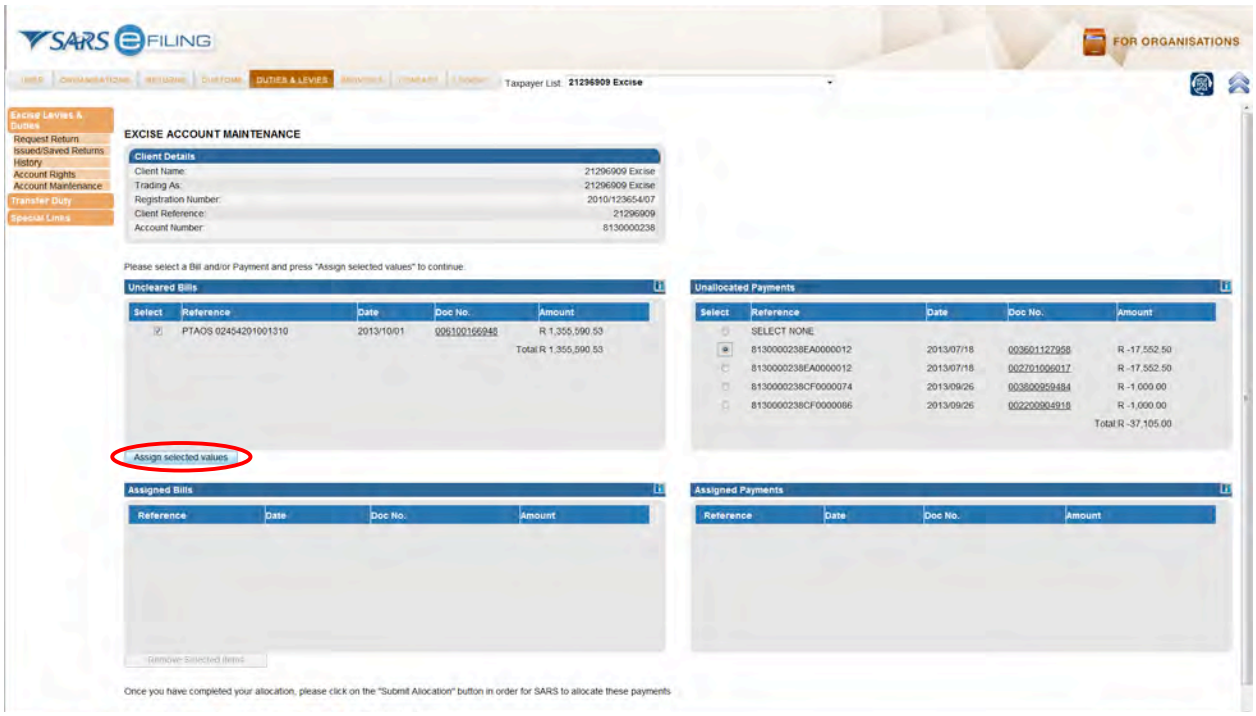
j) The requested ERN's will display under **Uncleared Bills** and one (1) or more declarations can be selected. In order to identify the declarations due date and details, click on the Doc No. of the declaration.


SARS eFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
Excise Levies & Duties
Request Return
Issued/Saved Returns
History
Account Rights
Account Maintenance
Transfer Duty
Special Links
EXCISE ACCOUNT MAINTENANCE
Client Details
Client Name: 21296909 Excise
Trading As: 21296909 Excise
Registration Number: 2010/123654/07
Client Reference: 21296909
Account Number: 8130000238
Please select a Bill and/or Payment and press "Assign selected values" to continue
Uncleared Bills
Select Reference Date Doc No. Amount
PTAOS 02454201001310 2013/10/01 R 1,355,590.53
Total R 1,355,590.53
Unallocated Payments
Select Reference Date Doc No. Amount
SELECT NONE
8130000238EA0000012 2013/07/18 003601127958 R -17,552.50
8130000238EA0000012 2013/07/18 002701006017 R -17,552.50
8130000238CF0000074 2013/09/26 003800959484 R -1,000.00
8130000238CF0000086 2013/09/26 002200904918 R -1,000.00
Total R -37,105.00
Assign selected values
Assigned Bills
Reference Date Doc No. Amount
Assigned Payments
Reference Date Doc No. Amount
Once you have completed your allocation, please click on the "Submit Allocation" button in order for SARS to allocate these payments

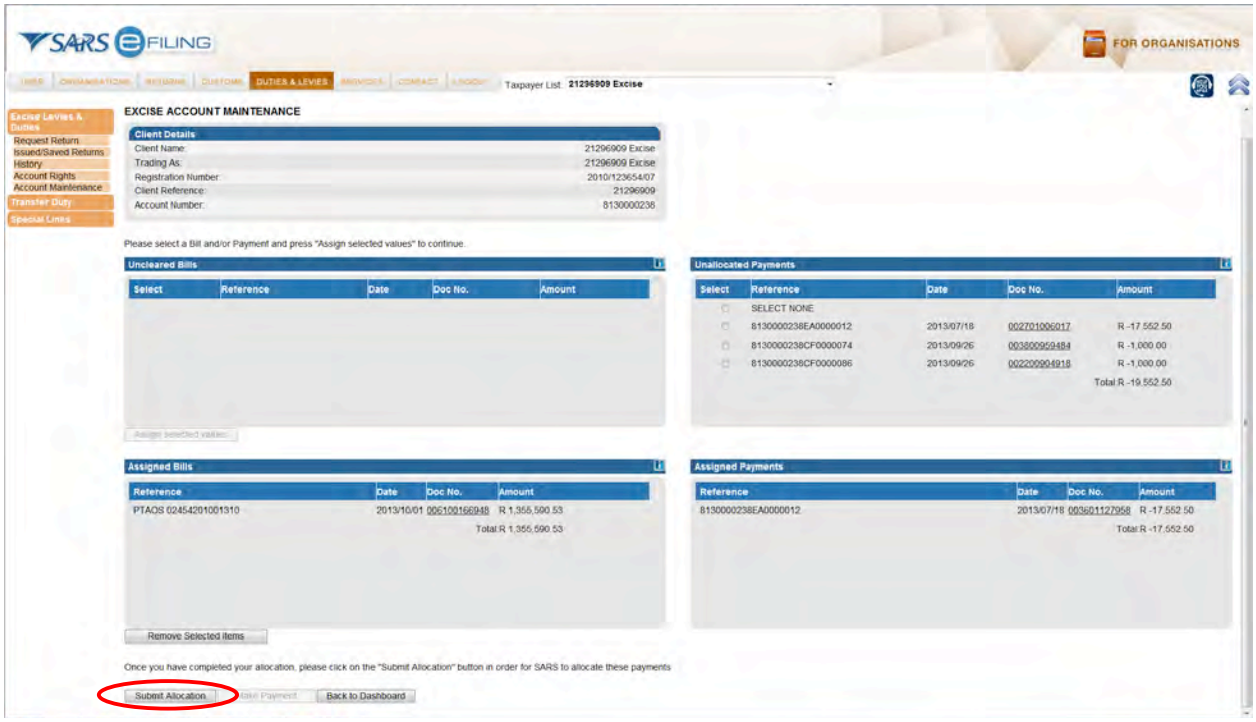
k) The details of the selected declaration and due date will assist the user to select the correct declarations and the specific unallocated payment, which should be allocated against the declaration



l) Once the correct declaration(s) and unallocated payment are selected, click on **Assign selected values.**


SARS EFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
EXCISE ACCOUNT MAINTENANCE
Client Details
Client Name: 21296909 Excise
Trading As: 21296909 Excise
Registration Number: 2010/123654/07
Client Reference: 21296909
Account Number: 8130000238
Please select a Bill and/or Payment and press "Assign selected values" to continue.
Uncleared Bills
Select Reference Date Doc No. Amount
PTAOS 02454201001310 2013/10/01 006100166948 R 1,355,590.53
Total R 1,355,590.53
Unallocated Payments
Select Reference Date Doc No. Amount
SELECT NONE
8130000238EA0000012 2013/07/18 003601127958 R -17,552.50
8130000238EA0000012 2013/07/18 002701006017 R -17,552.50
8130000238CF0000074 2013/09/26 003800959484 R -1,000.00
8130000238CF0000086 2013/09/26 002200904918 R -1,000.00
Total R -37,105.00
Assign selected values
Assigned Bills
Reference Date Doc No. Amount
Assigned Payments
Reference Date Doc No. Amount
Once you have completed your allocation, please click on the "Submit Allocation" button in order for SARS to allocate these payments

m) The selection will then be displayed in the Assigned section. This is the final review section and therefore care must be taken that the allocation is correct. If the allocation is correct, click on **Submit Allocation**.

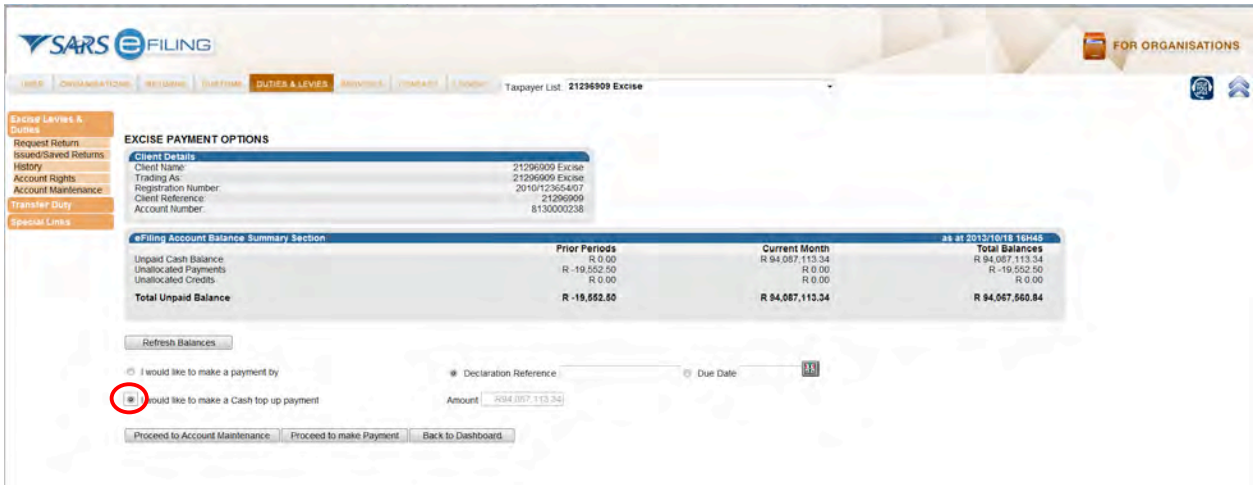

SARS EFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
EXCISE ACCOUNT MAINTENANCE
Client Details
Client Name: 21296909 Excise
Trading As: 21296909 Excise
Registration Number: 2010/123654/07
Client Reference: 21296909
Account Number: 8130000238
Please select a Bill and/or Payment and press "Assign selected values" to continue.
Uncleared Bills
Select Reference Date Doc No. Amount
Unallocated Payments
Select Reference Date Doc No. Amount
SELECT NONE
8130000238EA0000012 2013/07/18 002701006017 R -17,552.50
8130000238CF0000074 2013/09/26 003800959484 R -1,000.00
8130000238CF0000086 2013/09/26 002200904918 R -1,000.00
Total R -19,552.50
Assigned Bills
Reference Date Doc No. Amount
PTAOS 02454201001310 2013/10/01 006100166948 R 1,355,590.53
Total R 1,355,590.53
Assigned Payments
Reference Date Doc No. Amount
8130000238EA0000012 2013/07/18 003601127958 R -17,552.50
Total R -17,552.50
Remove Selected Items
Once you have completed your allocation, please click on the "Submit Allocation" button in order for SARS to allocate these payments
Submit Allocation
Back to Dashboard

n) A success message will display on completion and the account balances will be updated with the allocation.

3.4.1 Cash Top up selection option

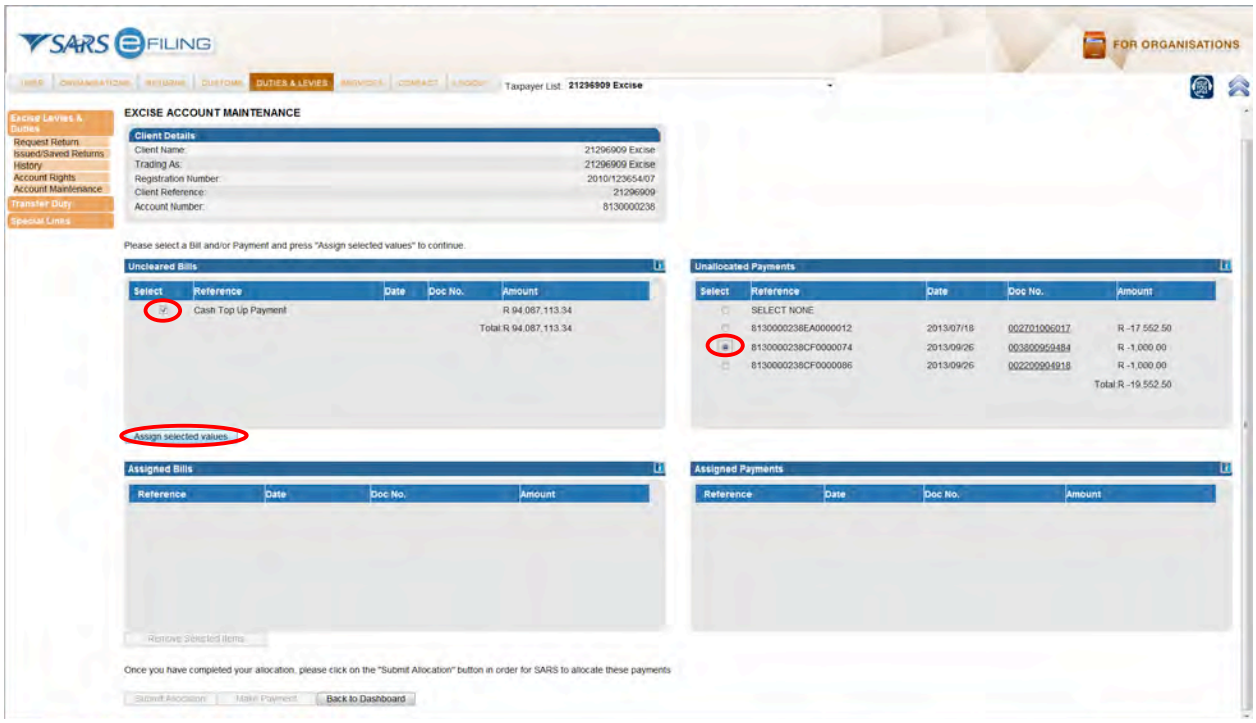
a) The Cash top-up option with a positive balance will be available for selection to perform an allocation of unallocated payments towards the payable balance.

b) Go to the **Account Maintenance** screen and select the **Cash Top-up option.**



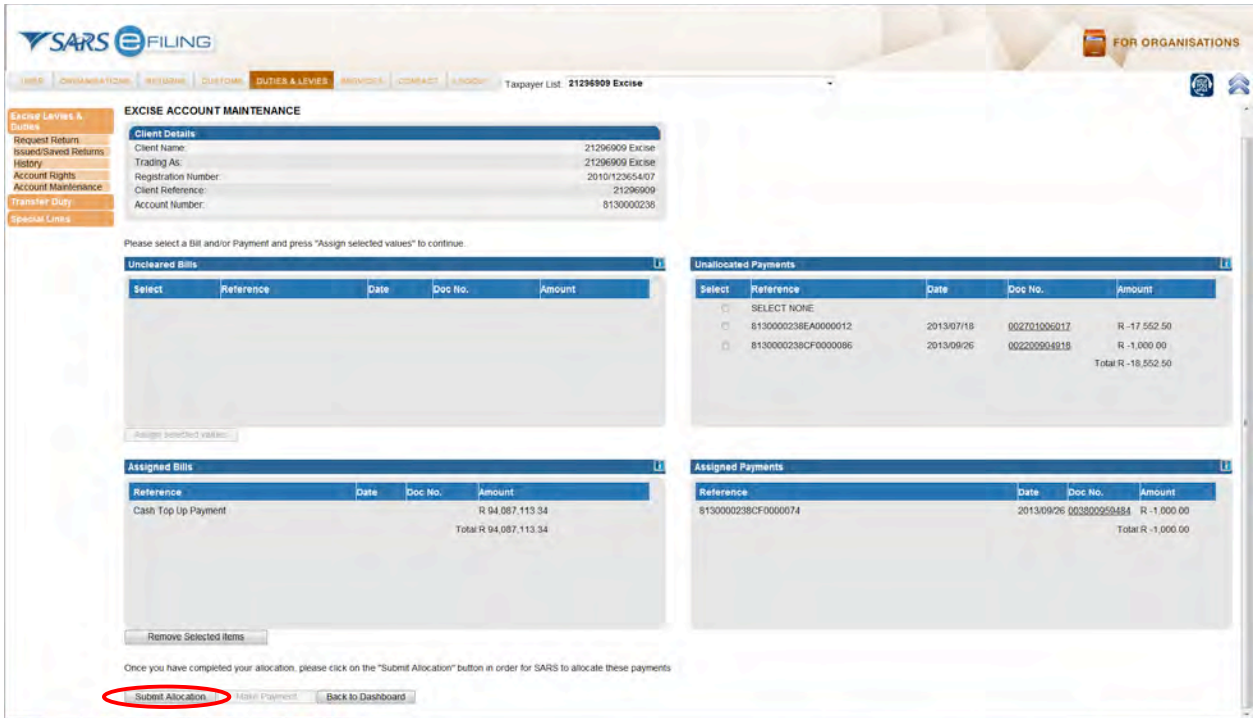
c) You can view the top-up option selected in the **Uncleared bills** section, while unallocated payments display under the **Unallocated Payments** section. The top-up option and the relevant unallocated payment need to be selected in order to assign the selection.

d) Select the relevant **Uncleared Bill** and **Unallocated Payment** and click on the **Assign selected values** button.


SARS eFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
EXCISE ACCOUNT MAINTENANCE
Client Details
Client Name: 21296909 Excise
Trading As: 21296909 Excise
Registration Number: 2010/123654/07
Client Reference: 21296909
Account Number: 8130000236
Please select a Bill and/or Payment and press "Assign selected values" to continue.
Uncleared Bills
Select Reference Date Doc No. Amount
Cash Top Up Payment R 94,087,113.34
Total R 94,087,113.34
Unallocated Payments
Select Reference Date Doc No. Amount
SELECT NONE
8130000238EA0000012 2013/07/18 002701006017 R -17,552.50
8130000238CF0000074 2013/09/26 003800959484 R -1,000.00
8130000238CF0000086 2013/09/26 002200904918 R -1,000.00
Total R -19,552.50
Assign selected values
Assigned Bills
Reference Date Doc No. Amount
Assigned Payments
Reference Date Doc No. Amount
Remove Selected Items
Once you have completed your allocation, please click on the "Submit Allocation" button in order for SARS to allocate these payments
Submit Allocation
Make Payment
Back to Dashboard

e) You have the option to select multiple declarations, but top-up options will only display the selected top-up option. The selected uncleared bills can be allocated against a single **unallocated payment.**

f) Once the **Assigned Bills** and the **Assigned Payments** are displayed, click on the **Submit Allocation** button.


SARS eFILING
FOR ORGANISATIONS
Taxpayer List 21296909 Excise
EXCISE ACCOUNT MAINTENANCE
Client Details
Client Name: 21296909 Excise
Trading As: 21296909 Excise
Registration Number: 2010/123654/07
Client Reference: 21296909
Account Number: 8130000236
Please select a Bill and/or Payment and press "Assign selected values" to continue.
Uncleared Bills
Select Reference Date Doc No. Amount
Unallocated Payments
Select Reference Date Doc No. Amount
SELECT NONE
8130000238EA0000012 2013/07/18 002701006017 R -17,552.50
8130000238CF0000086 2013/09/26 002200904918 R -1,000.00
Total R -18,552.50
Assigned Bills
Reference Date Doc No. Amount
Cash Top Up Payment R 94,087,113.34
Total R 94,087,113.34
Assigned Payments
Reference Date Doc No. Amount
8130000238CF0000074 2013/09/26 003800959484 R -1,000.00
Total R -1,000.00
Remove Selected Items
Once you have completed your allocation, please click on the "Submit Allocation" button in order for SARS to allocate these payments
Submit Allocation
Make Payment
Back to Dashboard

g) You can remove the Assigned Bills and Payments by clicking on the **Remove Selected Items** button.

h) View the message that is displayed on the Allocation Confirmation screen and click on the **Continue** button.

i) After an open credit or allocation was successfully performed, the result will be processed immediately.

Please Note: The **Account Balance Summary** can be refreshed to display the effect of the allocations which were performed.

Disclaimer: This document is not meant to delve into the precise technical and legal detail that is associated with Excise. It should, therefore, not be used as a legal reference.

Should you require additional information regarding Customs payments, visit a Excise branch, call the SARS Contact Centre on 0800 00 SARS (7277), visit SARS online at www.sars.gov.za and/or contact your own advisors.